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# **Annual Report**

## **Town of Tewksbury Massachusetts**



# **2011**

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# In Memoriam

<u>Person's Name</u>	<u>Position Held</u>
<i>Joseph Aubut</i>	<i>Social Worker, Tewksbury Welfare Dept.</i>
<i>Grace Belliveay</i>	<i>School Secretary</i>
<i>Carlton Clark, Jr.</i>	<i>Teacher</i>
<i>Gladys Collins</i>	<i>Librarian, School Cafeteria</i>
<i>Linda Curtis</i>	<i>Bookkeeper, Auditor's Office</i>
<i>Ruth Gibbs</i>	<i>Election Staff</i>
<i>Richard Gropman</i>	<i>Teacher</i>
<i>Doris Harding</i>	<i>Clerk, Treasurer's Office</i>
<i>Mary Kutcher</i>	<i>Librarian</i>
<i>Roger LaFreniere</i>	<i>Firefighter</i>
<i>Ruth Maher</i>	<i>School Secretary</i>
<i>Irene Maliszewski</i>	<i>School Secretary</i>
<i>Mildred Mendonca</i>	<i>School Cafeteria</i>
<i>Madeline O'Hearn</i>	<i>School Secretary</i>
<i>Evelyn Rene</i>	<i>School Cafeteria</i>
<i>Bernice Sprague</i>	<i>Election Staff</i>
<i>Phillip Stone</i>	<i>School Custodian</i>
<i>David Sullivan</i>	<i>Asst. Treasurer</i>
<i>Betty Turner</i>	<i>Teacher</i>



# General Government

*Biograph  
Annual and Special Elections*

*Town Officers  
Town Meeting Warrants*

*Town Committees  
Elections*

## Biograph

1. **Town:**  
Tewksbury, Massachusetts  
Incorporated in 1734
2. **County:**  
Middlesex, ss.
3. **Location:**  
At the junction of two new superhighways in northeastern Massachusetts, U.S. Interstate 495 and U.S. Interstate 93. The Town is bordered on the north by the Merrimack River, northeast by the Town of Andover, southeast by the Town of Wilmington, southwest by the Town of Billerica and borders on the City of Lowell on the west. It is 21 miles from Boston, 50 miles from Worcester, 30 miles from Salisbury Beach, and 230 miles from New York City.
4. **Population:**  
2000 - 30,315  
2005 - 30,730  
2006 - 30,762  
2007 - 32,382  
2008 - 32,774  
2009 - 33,067  
2010 - 32,516 Annual Town Census  
2010 - 28,961 Federal Census  
2011 - 30,309
5. **Land Areas:**  
20.70 square miles  
10,789.5 acres
6. **Density:**  
Person per square mile:  
2000 - 1,464  
2006 - 1,486  
2007 - 1,564  
2008 - 1,583  
2009 - 1,597  
2010 - 1,570  
2011 - 1464
7. **Climate:**  
Mean annual precipitation - 43.40 inches  
Mean Temperature - January - 26.6 degrees  
July - 73.7 degrees.
8. **Elevation:**  
Highest Point: Ames Hill, 363 feet;  
North section: 200 feet;  
West section: 150 feet;  
Center: 120 feet;  
South section: 150 feet  
(above mean sea level)
9. **Topography:**  
Fairly level terrain, with elevations varying from 100 feet to 200 feet above sea level. Soil is a mixture of sandy soil in southern section. Wet and moist and of good texture along the central and northern sections.
10. **Established:**  
Inhabitants separated from Billerica in 1733.  
First Town Meeting held January 14, 1734.  
Duly incorporated December 23, 1734.
11. **Form of Government:**  
Open Town Meeting  
Five Member Elected Board of Selectmen  
Appointed Town Manager

## Elected Officers

### Board of Selectmen

David H. Gay (Vice-Chairman)	2012
<b>Todd R. Johnson (Chairman)</b>	2013
Douglas W. Sears (Clerk)	2014
Anne Marie Stronach	2013
Scott D. Wilson	2012

### School Committee

Brian H. Dick (Clerk)	2014
Dennis G. Francis	2012
Jayne E. Miller	2012
<b>Kristen M. Polimeno (Chairman)</b>	2013
Joseph E. Russell (Vice-Chairman)	2013

### Planning Board

Robert A. Fowler (Vice-Chairman)	2013
David J. Plunkett	2015
<b>Nancy L. Reed (Chairman)</b>	2012
Vincent W. Spada	2014
Stephen G. Johnson, Jr.(Clerk)	2016

### Moderator

Keith E. Rauseo	2014
-----------------	------

### Library Trustees

Paul F. Fortunato (Vice-Chairman)	2012
<b>Joseph C. Frank (Chairman)</b>	2013
Patrick J. Joyce	2014
Robert Homeyer	2014
Patricia A. Pino	2012
Eugene F. Walsh (Clerk)	2013

### Board of Health

Mary Ellen Fernald	2012
<b>Phillip L. French (Chairman)</b>	2013
Christine Kinnon (Vice-Chairman)	2013
Charles J. Roux (Clerk)	2014
Edward J. Sheehan, Jr.	2012

### Town Clerk

Denise Graffeo	2014
----------------	------

### Housing Authority

John W. Deputat	2013
Marc A. DiFruscia	2016
<b>Louise A. Gearty (Chairman)</b>	2014
Linda A. Ricardo-Brabant	2015
Matthew McLaughlin (State Appointee)	2011

### School Committee/Regional Technical

John Peter Downing	2012
Patricia M.W. Meuse	2013

## Appointive Officers

Animal Control Officer	Brian Fernald
Asst. Treasurer/Collector	Janice Metivier
Board of Health Director	Lou-Ann Clement
Building Commissioner	Ed Johnson
Chief Assessor	John J. Kelley, Jr.
Computer Services	Stephen M. Hattori
Council on Aging Director	Linda Ricardo-Brabant
Director of Community Dev.	Steven Sadwick
Emergency Management	Capt. Michael Sitar, Jr.
Finance Director	OPEN
Fire Chief	Michael Hazel
Library Director	Diane Giarrusso
Planner/Conservation Agent	Michele Grenier
Police Chief	Timothy Sheehan
Superintendent of Public Works	Brian Gilbert
Superintendent of Schools	John E. O'Connor
Town Counsel	Charles Zaroulis
Town Historian	Warren R. Carey
Town Manager	Richard Montuori
Treasurer/Collector	Kelly Odams
Veterans Agent	James Williams



# Appointed Boards-Committees-Commissions

## Board of Registrars (3)

Denise Graffeo, Town Clerk  
Edward Creamer  
Frank Teague  
**Ruth Teague (Chair)**

## Community Preservation Committee (7)

Tom Churchill  
Stephen Deackoff  
Corinne A. Delaney  
David H. Gay (Clerk)  
Richard Montuori  
Donna Pelczar (Vice-Chair)  
**Nancy Reed (Chair)**

## Computer Study Committee

David Aznavoorian  
Lisa Hanson  
Stephen Hattori  
**Nathan Legvold (Chair)**  
Scott Wilson  
Keith Young

## Conservation Commission (5)

Sean Czarniecki  
Stephen Deackoff  
**Stan Foltz (Chair)**  
Anthony Ippolito (Vice-Chair)  
Dennis Sheehan

## Council on Aging (11)

Joanne Aldrich  
**Joel Deputat (Chair)**  
Marie Durgan  
Peg Keefe  
Dvoraly Kerr  
Warren Layne (Vice-Chair)  
Rose McKenna  
Paul McNaught  
Lorene Patch  
Joan Unger  
Mark Wood

## COA Alternate Members (3)

Virginia Desmond  
OPEN  
OPEN

## Economic Development Committee

Tracy Clement  
Stephen Deackoff  
Kevin Donnelly (Clerk)  
**David H. Gay (Chair)**  
Richard Montuori  
David J. Plunkett (Vice-Chair)  
Nancy Reed  
Brian Schofield

## Finance Committee (9)

David Aznavoorian (Vice-Chair)  
**Thomas Cooke (Chair)**  
Kevin Donnelly  
Ralph F. Ford  
Ronald Hall  
Raymond Lisiecki  
Christian McMillan  
Damin Sutherby  
OPEN

## Green Committee (8)

Joseph Cary  
Thomas L. Cooke  
James J. Duffy  
Robert A. Fowler  
Marc P. Ginsburg  
Kristen M. Polimeno  
**Anne Marie Stronach (Chair)**  
**Green Committee Alternate Member (1)**  
Brian Dick

## High School Building Committee

**James Cutelis (Chair)**  
Dennis Francis  
Richard Guida  
Ronald Hall  
Patricia Lally  
Richard Montuori  
John C. O'Connor  
Brenda Regan  
Joseph Russell  
Jeffrey Sands  
Vincent Spada  
Ann Marie Stronach

## Historic Commission (7)

Warren Carey  
Thomas Churchill  
**James J. Gaffney, III (Chair)**  
M. Eileen McDonagh (Clerk)  
Keith Rauseo (Vice-Chair)  
William Wyatt  
OPEN

## Local Housing Partnership (10)

Jay Axson  
Laura Caplan  
**Stephen Deackoff (Chair)**  
Corinne A. Delaney  
Greg Peters (Clerk)  
Nancy Reed  
Ron Roy  
Ray White  
OPEN  
OPEN

**Mass. Cultural Council - (Arts Lottery Council) (5-22)**

Eleanor Corey  
Judith Dziadosz  
Maria Galante  
Betsy Greco

**M. Eileen McDonagh (Chair)**

Christian Panasuk  
Lisa Puccia  
Jacqueline Stone

**Personnel Relations Review Board (5)**

Dawn Cathcart  
David Gay  
**Steven Sadwick (Chair)**  
Michele Stein  
Teresa Belanger

**Recycling Committee**

Sandra Barbeau (Vice-Chair)  
Sean Czarniecki  
Jae Gray  
Pamela Meroski  
**Loretta Ryan (Chair)**  
Joe Smeraldi  
Kristin Smith

**Scholarship and Education Fund Committee**

Sandra Brinquinho  
Thomas Churchill

William Deignan  
John O'Connor  
**Keith Rauseo (Chair)**

**Special Act Charter Committee**

Sandra Barbeau  
James Biewener  
Elizabeth Carey  
Dean Graffeo  
Ronald Hall  
Richard O'Neill (Vice-Chair)  
Vincent Spada

**Scott Wilson (Chair)**

**Ex Efficio Members**

Denise Graffeo  
Keith Rauseo  
Richard Montuori

**Trust Fund Commission (3)**

**Warren Carey (Chair)**

Open  
Open

**Zoning Board of Appeals**

Marc DiFruscia (Clerk)

**Robert Dugan (Chair)**

Amy Witts (Vice-Chair)

**ZBA Associate Members**

Leonard G. Dunn

# Federal and State Government

## **PRESIDENT**

Barack Obama (D)  
The White House  
Washington, DC 20500  
Public Opinion "Hot-Line" (202) 456-1111

## **U.S. SENATOR**

Scott P. Brown (R)  
Boston Address:  
2400 JFK Federal Bldg.  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-3170

Washington Address:  
317 Russell Senate Office Bldg.  
Washington, DC 20510  
(202) 224-4543

## **U.S. SENATOR**

John F. Kerry (D)  
Boston Address:  
1 Bowdoin Square, 10<sup>th</sup> Floor  
Boston, MA 02114  
(617) 565-8519

Washington Address:  
218 Russell Senate Office Bldg.  
Washington, DC 20510  
(202) 224-2742

## **U.S. REPRESENTATIVE**

Niki Tsongas (D)  
5<sup>th</sup> Congressional District  
Washington Address:  
2229 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-3411  
Fax: (202) 226-0771

Lowell Address:  
11 Kearney Square, 3<sup>rd</sup> Floor  
Lowell, MA 01852  
Phone: (978) 459-0101  
Fax: (978) 658-6070

## **GOVERNOR**

Deval Patrick (D)  
Massachusetts State House  
Office of the Governor, Room 360  
Boston, MA 02133  
Phone: (617) 725-4005  
Fax: (617) 727-3666

## **STATE SENATOR**

Barry R. Finegold (D)  
Second Essex & Middlesex District  
Room 416B  
State House  
Boston, MA 02133  
(617) 722-1612 Fax: (617) 722-2837  
Barry.Finegold@MASenate.gov

Home Address:  
42 Stirling Street  
Andover, MA 01810

## **STATE REPRESENTATIVE**

James R. Miceli (D) Wilmington  
Nineteenth Middlesex District  
Precincts: 1-1A-2-2A-4-4A  
Room 446      Home Address:  
State House      11 Webber St  
Boston, MA 02133      Wilmington, MA 01887  
(617) 722-2460      (978) 658-9797  
[james.miceli@mahouse.gov](mailto:james.miceli@mahouse.gov)

Paul Adams (R) Andover  
Seventeenth Essex District  
Precinct 3-3A  
Room 39      Home Address:  
State House      12 Berkeley Ln  
Boston, MA 02133      Andover, MA 01810  
Phone: (617) 722-2014  
Fax: (617) 626-0110  
[paul.adams@mahouse.gov](mailto:paul.adams@mahouse.gov)

# Election Results

## Annual Town Election April 2, 2011

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precinct 1, 1A, 3 & 3A; at the Library for Precinct 2, 2A, 4 & 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 8:00 AM and closed at 8:00 PM. There were 4,685 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Rose McKenna, Clerk
Precinct 1A	Alice Golen, Warden	Jean Brady, Clerk
Precinct 2	Katherine Maher, Warden	Katherine Frongillo, Clerk
Precinct 2A	Gail Pollard, Warden	Elda Sanborn, Clerk
Precinct 3	Judith Coleman, Warden	Judith Yarbrough, Clerk
Precinct 3A	Mary Pilcher, Warden	Patricia McNamara, Clerk
Precinct 4	John Coviello, Warden	Mary Pepin, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy E. McGrath, Clerk

### PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
	601	530	493	529	686	732	459	655	4685

### BOARD OF SELECTMEN (VOTE FOR ONE) 3 YEAR TERM

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	52	25	19	21	34	46	31	28	256
Douglas W. Sears	239	222	208	208	265	289	209	196	1836
James P. Biewener	181	184	146	168	236	228	112	255	1510
Edward P. Sullivan	126	94	119	132	151	164	107	174	1067
Others	3	5	1	0	0	5	0	2	16
Total	601	530	493	529	686	732	459	655	4685

### BOARD OF HEALTH (VOTE FOR ONE) 3 YEAR TERM

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	85	44	39	46	84	98	62	46	504
Kathleen M. Brothers	217	179	214	244	253	266	194	227	1794
Charles Roux	298	303	239	238	348	365	202	382	2375
Others	1	4	1	1	1	3	1	0	12
	601	530	493	529	686	732	459	655	4685



**TOWN CLERK (VOTE FOR ONE) 3 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	35	19	11	4	12	28	19	15	143
Mary-Ann O'Brien Nichols	178	168	189	206	207	231	196	258	1633
Han Bernier	116	101	78	110	129	115	65	107	821
Denise Graffeo	272	241	214	209	338	358	179	275	2086
Others	0	1	1	0	0	0	0	0	2
Total	601	530	493	529	686	732	459	655	4685

**MODERATOR (VOTE FOR ONE) 3 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	183	129	138	136	175	219	132	170	1282
Keith E. Rauseo	408	392	346	388	507	504	323	482	3350
Others	10	9	9	5	4	9	4	3	53
Total	601	530	493	529	686	732	459	655	4685

**SCHOOL COMMITTEE (VOTE FOR ONE) 3 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	184	147	145	140	164	236	143	175	1334
Brian H. Dick	406	375	344	381	515	488	310	472	3291
Others	11	8	4	8	7	8	6	8	60
Total	601	530	493	529	686	732	459	655	4685

**LIBRARY TRUSTEE (VOTE FOR TWO) 3 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	602	489	508	516	684	762	463	625	4649
Patrick Joyce	328	327	294	316	408	419	275	408	2775
Robert L. Homeyer	267	240	181	223	278	278	175	277	1919
Others	5	4	3	3	2	5	5	0	27
Total	1202	1060	986	1058	1372	1464	918	1310	9370

**PLANNING BOARD (VOTE FOR ONE) 5 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	229	161	166	171	205	284	156	211	1583
Stephen G. Johnson, Jr.	367	362	323	353	475	443	300	436	3059
Others	5	7	4	5	6	5	3	8	43
Total	601	530	493	529	686	732	459	655	4685

**HOUSING AUTHORITY (VOTE FOR ONE) 5 YEAR TERM**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	131	78	78	85	106	127	87	101	793
Marc DiFruscia	273	282	232	246	374	407	222	330	2366
Paul D. O'Neill	196	169	179	195	202	196	149	222	1508
Others	2	3	0	1	4	3	1	4	18
Total	602	532	489	527	686	733	459	657	4685

**QUESTION - 50% SEWER DEBT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	34	42	28	31	49	58	40	47	329
Yes	271	201	237	226	371	345	250	297	2198
No	296	287	228	272	266	329	169	311	2158
Total	601	530	493	529	686	732	459	655	4685

Total Registered Voters	20,201
Total Votes	4685
Percent	23.2%

## Annual Town Election After Recount

**QUESTION - 50% SEWER DEBT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	34	42	28	31	49	58	40	47	329
Yes	271	201	237	226	371	345	250	297	2198
No	296	287	228	272	264	329	169	311	2156
Total	601	530	493	529	684	732	459	655	4683

Total Registered Voters	20,201
Total Votes	4683
Percent	23.2%

# Town Meetings

## Annual Town Meeting May 2 & 4, 2011

Tewksbury Memorial High School  
320 Pleasant Street

Moderator Keith Rauseo opened the 2011 Annual Town Meeting at 8:00 PM.

Moderator Rauseo recognized his predecessor, Warren Layne who served as Moderator from 2008-2011 and thanked him for his leadership.

Douglas Sears offered the Opening Prayer.

Moderator Rauseo called for a Moment of Silence for all the residents in our community that have passed away in the past year, victims of last week's storms in the United States, and the victims of the 911 attacks.

Boy Scouts, Troop 322 led by Scoutmaster, Wayne Ryder and Cub Scouts, Pack 49, Dens 5 & 6 led by Pack Leader, Tom Buskey, Assist. Pack Leader, Philip Pace, and Committee Chair, Susan Elias served as Honor Guard and presented our Colors.

Moderator Rauseo called upon Veteran's Agent Jim Williams to lead the assembly in The Pledge of Allegiance.

Shelby Tomic sang our National Anthem.

The Moderator designated the visitors section and reminded the voters to display their voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the inside cover of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. He referenced the different configuration of table and microphone set up and explained general procedures.

On Monday May 2, 2011, there were 319 voters and 22 visitors in attendance.

Finance Committee Chairman, Kevin Donnelly motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

8:14 PM 5/2/11

The Finance Committee motioned to Adjourn the Monday session of the 2011 Annual Town Meeting to Wednesday May 4, 2011 at 8:00 PM

9:46 PM 5/2/11

Moderator Rauseo re-opened the 2011 Annual Town Meeting on Wednesday, May 4, 2011 at 8:00 PM

On Wednesday, May 4, 2011 there were 619 voters and 23 visitors in attendance.

Finance Committee Chairman, Kevin Donnelly motioned to Adjourn the 2011 Annual Town Meeting Sine Die, and this motion was Adopted.

9:52 PM 5/4/11

## SECTION 1

### ARTICLE 1

To choose all necessary Town Officers, by ballot,

One (1) member of the Board of Selectmen for three years; One (1) member of the Board of Health for three years; One (1) Town Clerk for three years; One (1) Moderator for three years; One (1) member of the Planning Board for five years; One (1) member of the School Committee for three years; Two (2) Library Trustees for three years; and One (1) position on the Housing Authority for five years.

Accomplished at the April 2, 2011 Annual Town Election.

## SECTION 2

### ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2012.

	<u>FY11 Present</u>	<u>FY12 Requested</u>
<u>BOARD OF HEALTH</u>		
Chairman	405	405
Members (4)	315	315
<u>MODERATOR</u>	450	450
<u>PLANNING BOARD</u>		
Chairman	1080	1080
Members (4)	765	765
<u>SCHOOL COMMITTEE</u>		
Chairman	2700	2700
Members (4)	2250	2250
<u>SELECTMEN</u>		
Chairman	5400	5400
Members (4)	4500	4500

Motion: Finance Committee Recommended adoption

Vote: Article 2 was Adopted

8:15 PM

5/2/11

**Executive Summary:** The purpose of the article is to fix the salaries of certain elected Town officials.



### ARTICLE 3

#### Consent Calendar

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

Article 3-21      Accept the Annual Report  
Article 3-22      Lease/Purchase Agreement  
Article 3-23      Authorize Chapter 90 Funds  
Article 3-24      Re-Authorize Revolving Funds  
Article 3-26      Amend Revolving Fund – Records Preservation

Motion: Moderator Rauseo brought a Scrivener's error to the attention of the Assembly. Article 3-26 should be 3-25. There was no objection.

Vote: The Scrivener's error is accepted.

8:15 PM

5/2/11

#### ARTICLE 3-21

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 3-21 was Adopted

8:16 PM

5/2/11

**Executive Summary:** The purpose of the article is to accept the report of various Town officers; which were printed in the 2010 Town Report.

#### ARTICLE 3-22

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

Motion: Finance Committee deferred to the Town Manager, Richard Montuori

Town Manager motioned to withdraw the article

Warren Carey motioned to adopt the article

Vote: Article 3-22 was Withdrawn

9:45 PM

5/2/11

**Executive Summary:** This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town departments subject to an annual appropriation.

### ARTICLE 3-23

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 3-23 was Adopted

8:16 PM

5/2/11

**Executive Summary:** Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the Town to spend these funds.

### ARTICLE 3-24

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53 1/2 of the Massachusetts General Laws, the following self sufficient revolving funds as noted below. The funds shall be credited will all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below: or take any action relative thereto.

#### **TOWN OF TEWKSBURY REVOLVING FUNDS**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PURPOSE</u>	<u>AUTHORIZATION</u>	<u>EXPENDITURE</u>
Council on Aging	Council on Aging	Trips and Activities	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept of Public Works	Maintain Stormwater	Town Manager	\$50,000

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 3-24 was Adopted

8:16 PM

5/2/11

**Executive Summary:** This article reauthorizes the Town to continue self sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

#### ARTICLE 3-25

To see if the Town will vote amend & reauthorize the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, establishing a self sufficient revolving fund, to account for revenues and expenditures relating to preservation and safekeeping of historical records in the Town Clerk's Office, to include but not limited to: software and scanning of records, restoration of our historic records tomes, acid free folders and storage boxes and upgrading filling systems to include fireproof cabinets. The account shall be credited with all amounts received over the base fee for all vital records (Birth, Marriage and Death Records) purchased in the Town Clerk's Office. Expenditures of the fund shall be approved by the Town Clerk or his/her designee. Said fund shall not exceed \$20,000 in any given fiscal year; or take any other action relative thereto.

Town Clerk & Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 3-25 was Adopted

8:16 PM

5/2/11

**Executive Summary:** This article authorizes the Town to continue a self sufficient revolving fund to account to the revenues and expenditures relating to the preservation and safekeeping of historical records in the Town Clerk's Office in the Town of Tewksbury for FY12.

#### ARTICLE 4

##### BUDGET

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees and officers for the fiscal year which begins July 1, 2011; or take any action relative thereto.

#### **TOWN OF TEWKSBURY FY12 GENERAL FUND BUDGET**

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<b>General Government</b>				
<b>Moderator</b>				
<i>Salaries</i>	450	450	450	450
<i>Operating</i>	-	75	75	-
<i>Capital Outlay</i>	-	-	-	-
<b>Total Moderator Budget</b>	<b>450</b>	<b>525</b>	<b>525</b>	<b>450</b>

#### **Selectmen**

<i>Salaries</i>	26,050	26,400	26,384	26,384
Water Enterprise Fund Allocation	(396)	(396)	-	-
Sewer Enterprise Fund Allocation	(396)	(396)	-	-
<i>Total Salaries Net of Allocations</i>	25,258	25,608	26,384	26,384
<i>Operating</i>	186,016	114,768	103,291	102,605
Water Enterprise Fund Allocation	(1,576)	(1,726)	-	-

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
Sewer Enterprise Fund Allocation	(1,576)	(1,726)	-	-
<i>Total Operating Net of Allocations</i>	182,864	111,316	103,291	102,605
<i>Capital Outlay</i>	-	-	-	-
<b>Total Selectmen Budget</b>	<b>212,066</b>	<b>141,168</b>	<b>129,675</b>	<b>128,989</b>
<b>Total Selectmen Budget Net Allocations</b>	<b>208,122</b>	<b>136,924</b>	<b>129,675</b>	<b>128,989</b>
<b>Town Manager</b>				
<i>Salaries</i>	310,441	332,191	342,354	259,629
Water Enterprise Fund Allocation	(16,566)	(16,183)	(7,950)	(7,950)
Sewer Enterprise Fund Allocation	(16,566)	(16,183)	(7,950)	(7,950)
<i>Total Salaries Net of Allocations</i>	277,309	299,825	326,454	243,729
<i>Operating</i>	7,021	5,825	4,998	4,498
Water Enterprise Fund Allocation	(212)	(291)	-	-
Sewer Enterprise Fund Allocation	(212)	(291)	-	-
<i>Total Operating Net of Allocations</i>	6,597	5,243	4,998	4,498
<i>Capital Outlay</i>	-	-	-	-
<b>Total Town Manager Budget</b>	<b>317,462</b>	<b>338,016</b>	<b>347,352</b>	<b>264,127</b>
<b>Total Town Manager Budget Net Allocations</b>	<b>283,906</b>	<b>305,068</b>	<b>331,452</b>	<b>248,227</b>
<b>Finance Committee</b>				
<i>Salaries</i>	2,432	2,515	2,515	2,515
<i>Operating</i>	794	788	679	679
<i>Capital Outlay</i>	-	-	-	-
<b>Total Finance Committee Budget</b>	<b>3,226</b>	<b>3,303</b>	<b>3,194</b>	<b>3,194</b>
<b>Town Counsel</b>				
<i>Operating</i>	220,233	192,931	150,000	150,000
Water Enterprise Fund Allocation	(9,188)	(9,188)	-	-
Sewer Enterprise Fund Allocation	(9,188)	(4,823)	-	-
<b>Total Operating Net of Allocations</b>	<b>201,857</b>	<b>178,920</b>	<b>150,000</b>	<b>150,000</b>
<b>Administrative Services</b>				
<i>Salaries</i>	56,705	89,381	69,291	32,238
Water Enterprise Fund Allocation	(1,568)	(1,341)	(1,039)	(484)
Sewer Enterprise Fund Allocation	(1,568)	(1,341)	(1,039)	(484)
Health Insurance Trust	(30,391)	-	-	-
<i>Total Salaries Net of Allocations</i>	23,178	86,699	67,213	31,270



<b>General Fund Budget Classification</b>	<b>FY2010 EXPENDED</b>	<b>FY2011 BUDGETED</b>	<b>FY2012 DEPT REQ</b>	<b>FY2012 TM REC</b>
<i>Operating</i>	18,621	13,500	12,000	12,000
Water Enterprise Fund Allocation	(203)	(203)	(180)	(180)
Sewer Enterprise Fund Allocation	(203)	(203)	(180)	(180)
<i>Total Operating Net of Allocations</i>	18,215	13,094	11,640	11,640
<i>Capital Outlay</i>	-	-	-	-
<b>Total Administrative Services Budget</b>	<b>75,327</b>	<b>102,881</b>	<b>81,291</b>	<b>44,238</b>
<b>Total Administrative Services Budget Net Allocations</b>	<b>41,394</b>	<b>99,793</b>	<b>78,853</b>	<b>42,910</b>
<b>Town Clerk</b>				
<i>Salaries</i>	181,146	194,077	200,420	184,939
Water Enterprise Fund Allocation	(2,694)	(2,358)	-	-
Sewer Enterprise Fund Allocation	(2,694)	(2,358)	-	-
<i>Total Salaries Net of Allocations</i>	175,758	189,361	200,420	184,939
<i>Operating</i>	11,790	14,215	13,715	12,165
Water Enterprise Fund Allocation	(213)	(213)	-	-
Sewer Enterprise Fund Allocation	(213)	(213)	-	-
<i>Total Operating Net of Allocations</i>	11,364	13,789	13,715	12,165
<i>Capital Outlay</i>	-	-	-	-
<b>Total Town Clerk Budget</b>	<b>192,937</b>	<b>208,292</b>	<b>214,135</b>	<b>197,104</b>
<b>Total Town Clerk Budget Net Allocations</b>	<b>187,123</b>	<b>203,150</b>	<b>214,135</b>	<b>197,104</b>
<b>Election</b>				
<i>Salaries</i>	38,190	31,500	25,000	21,500
<i>Operating</i>	15,432	8,650	8,650	8,050
<i>Capital Outlay</i>	-	-	-	-
<b>Total Election Budget</b>	<b>53,622</b>	<b>40,150</b>	<b>33,650</b>	<b>29,550</b>
<b>Board of Registrars</b>				
<i>Salaries</i>	2,613	2,850	2,850	2,850
<i>Operating</i>	985	1,450	1,450	700
<i>Capital Outlay</i>	-	-	-	-
<b>Total Board of Registrars Budget</b>	<b>3,598</b>	<b>4,300</b>	<b>4,300</b>	<b>3,550</b>
<b>Total General Government</b>	<b>1,078,920</b>	<b>1,031,565</b>	<b>964,122</b>	<b>821,202</b>
<b>Total General Government Net Allocations</b>	<b>983,297</b>	<b>972,132</b>	<b>945,784</b>	<b>803,974</b>
<b>Finance Department</b>				
<b>Accounting</b>				
<i>Salaries</i>	223,641	215,090	210,102	203,817
Water Enterprise Fund Allocation	(5,598)	(5,377)	(5,095)	(5,095)

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
Sewer Enterprise Fund Allocation	(5,598)	(5,377)	(5,095)	(5,095)
<i>Total Salaries Net of Allocations</i>	212,445	204,336	199,912	193,627
<i>Operating</i>	6,457	6,412	5,775	4,660
Water Enterprise Fund Allocation	(161)	(160)	(144)	(116)
Sewer Enterprise Fund Allocation	(161)	(160)	(144)	(116)
<i>Total Operating Net of Allocations</i>	6,135	6,092	5,486	4,428
<i>Capital Outlay</i>	-	-	-	-
<b>Total Accounting Budget</b>	<b>230,098</b>	<b>221,502</b>	<b>215,877</b>	<b>208,477</b>
<b>Total Accounting Budget</b>	<b>218,580</b>	<b>210,428</b>	<b>205,398</b>	<b>198,055</b>
<b>Computer Services</b>				
<i>Salaries</i>	155,422	155,728	159,207	159,207
Water Enterprise Fund Allocation	(2,420)	(2,336)	(2,388)	(2,388)
Sewer Enterprise Fund Allocation	(2,420)	(2,336)	(2,388)	(2,388)
<i>Total Salaries Net of Allocations</i>	150,582	151,056	154,431	154,431
<i>Operating</i>	131,668	67,960	215,862	210,612
Water Enterprise Fund Allocation	(287)	(287)	-	-
Sewer Enterprise Fund Allocation	(287)	(287)	-	-
<i>Total Operating Net of Allocations</i>	131,094	67,386	215,862	210,612
<i>Capital Outlay</i>	-	171,981	12,000	8,000
<b>Total Computer Services Budget</b>	<b>287,090</b>	<b>395,669</b>	<b>387,069</b>	<b>377,819</b>
<b>Total Computer Services Budget</b>	<b>281,676</b>	<b>390,423</b>	<b>382,293</b>	<b>373,043</b>
<b>Assessor</b>				
<i>Salaries</i>	227,118	224,084	237,768	237,768
Water Enterprise Fund Allocation	(12,327)	(11,204)	-	-
Sewer Enterprise Fund Allocation	(12,327)	(11,204)	-	-
<i>Total Salaries Net of Allocations</i>	202,464	201,676	237,768	237,768
<i>Operating</i>	22,163	28,350	25,315	21,165
Water Enterprise Fund Allocation	(267)	(425)	-	-
Sewer Enterprise Fund Allocation	(267)	(425)	-	-
<i>Total Operating Net of Allocations</i>	21,629	27,500	25,315	21,165
<i>Capital Outlay</i>	-	-	-	-
<b>Total Assessor Budget</b>	<b>249,281</b>	<b>252,434</b>	<b>263,083</b>	<b>258,933</b>
<b>Total Assessor Budget Net Allocations</b>	<b>224,093</b>	<b>229,176</b>	<b>263,083</b>	<b>258,933</b>
<b>Treasurer/Collector</b>				
<i>Salaries</i>	334,695	340,401	327,921	327,921
Water Enterprise Fund Allocation	(54,592)	(54,592)	(16,926)	(16,926)
Sewer Enterprise Fund Allocation	(38,827)	(39,593)	(16,926)	(16,926)
<i>Total Salaries Net of Allocations</i>	241,276	246,216	294,069	294,069

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<i>Operating</i>	146,469	172,903	133,017	131,917
Water Enterprise Fund Allocation	(17,572)	(17,572)	(13,301)	(13,192)
Sewer Enterprise Fund Allocation	(17,572)	(17,572)	(13,301)	(13,192)
<i>Total Operating Net of Allocations</i>	111,325	137,759	106,415	105,533
<i>Capital Outlay</i>	-	-	-	-
<b>Total Treasurer/Collector Budget</b>	<b>481,164</b>	<b>513,304</b>	<b>460,938</b>	<b>459,838</b>
<b>Total Treasurer/Collector Budget Net Allocations</b>	<b>352,601</b>	<b>383,975</b>	<b>400,484</b>	<b>399,602</b>
<b>Total Finance Department</b>	<b>1,247,634</b>	<b>1,382,909</b>	<b>1,326,967</b>	<b>1,305,067</b>
<b>Total Finance Department Net Allocations</b>	<b>1,076,951</b>	<b>1,214,002</b>	<b>1,251,258</b>	<b>1,229,633</b>
<b>Community Services</b>				
<b>Cable Television</b>				
<i>Salaries</i>	2,808	2,160	2,160	2,160
<i>Operating</i>	873	1,455	1,309	969
<i>Capital Outlay</i>	-	-	-	-
<b>Total Cable Television Budget</b>	<b>3,681</b>	<b>3,615</b>	<b>3,469</b>	<b>3,129</b>
<b>Veteran's Services</b>				
<i>Salaries</i>	47,740	47,741	49,411	49,411
<i>Operating</i>	161,492	121,400	122,800	122,350
<i>Capital Outlay</i>	-	-	-	-
<b>Total Veteran's Budget</b>	<b>209,232</b>	<b>169,141</b>	<b>172,211</b>	<b>171,761</b>
<b>Exceptional Children</b>				
<i>Salaries</i>	16,394	-	-	-
<i>Operating</i>	14,243	-	-	-
<i>Capital Outlay</i>	-	-	-	-
<b>Total Exceptional Children Budget</b>	<b>30,637</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Patriotic Committee</b>				
<i>Operating</i>	1,323	1,400	-	-
<i>Capital Outlay</i>	-	-	-	-
<b>Total Patriotic Committee Budget</b>	<b>1,323</b>	<b>1,400</b>	<b>-</b>	<b>-</b>
<b>Parks and Recreation</b>				
<i>Salaries</i>	136,274	137,644	137,642	55,278
<i>Operating</i>	83,289	81,463	90,072	46,300
<i>Capital Outlay</i>	30,560	29,100	9,867	9,867
<b>Total Parks and Recreation Budget</b>	<b>250,122</b>	<b>248,207</b>	<b>237,581</b>	<b>111,445</b>
<b>Total Community Services</b>	<b>494,995</b>	<b>422,363</b>	<b>413,261</b>	<b>286,335</b>

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<b>Council on Aging</b>				
<i>Salaries</i>	126,360	123,405	122,504	122,504
<i>Operating</i>	70,389	86,634	77,969	72,730
<i>Capital Outlay</i>	-	-	-	-
<b>Total Council on Aging Budget</b>	<b>196,748</b>	<b>210,039</b>	<b>200,473</b>	<b>195,234</b>
<b>Facilities</b>				
<b>Town Hall</b>				
<i>Salaries</i>	18,672	19,675	30,811	30,811
Water Enterprise Fund Allocation	(442)	(491)	-	-
Sewer Enterprise Fund Allocation	(442)	(491)	-	-
<i>Total Salaries Net of Allocations</i>	17,788	18,693	30,811	30,811
<i>Operating</i>	45,511	60,661	51,513	33,870
Water Enterprise Fund Allocation	(1,517)	(1,517)	-	-
Sewer Enterprise Fund Allocation	(1,517)	(1,517)	-	-
<i>Total Operating Net of Allocations</i>	42,477	57,627	51,513	33,870
<i>Capital Outlay</i>	-	-	-	-
<b>Total Town Hall Budget</b>	<b>64,183</b>	<b>80,336</b>	<b>82,324</b>	<b>64,681</b>
<b>Total Town Hall Budget Net Allocations</b>	<b>60,265</b>	<b>76,320</b>	<b>82,324</b>	<b>64,681</b>
<b>Auxiliary Buildings</b>				
<i>Operating</i>	32,711	42,685	37,543	32,400
Water Enterprise Fund Allocation	(1,067)	(1,067)	-	-
Sewer Enterprise Fund Allocation	(1,067)	(1,067)	-	-
<b>Total Operating Net of Allocations</b>	<b>30,577</b>	<b>40,551</b>	<b>37,543</b>	<b>32,400</b>
<b>Cemeteries</b>				
<i>Operating</i>	3,000	3,000	3,000	3,000
<i>Capital Outlay</i>	-	-	-	-
<b>Total Cemeteries Budget</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Facilities</b>	<b>99,894</b>	<b>126,021</b>	<b>122,867</b>	<b>100,081</b>
<b>Total Facilities Budget Net Allocations</b>	<b>93,842</b>	<b>119,871</b>	<b>122,867</b>	<b>100,081</b>
<b>Library</b>				
<i>Salaries</i>	628,576	638,611	657,345	622,900
<i>Operating</i>	229,884	279,279	251,052	239,452
<i>Capital Outlay</i>	-	-	-	-
<b>Total Library Budget</b>	<b>858,460</b>	<b>917,890</b>	<b>908,397</b>	<b>862,352</b>

**Planning and Development**

**Planning (Community Development)**



<b>General Fund Budget Classification</b>	<b>FY2010 EXPENDED</b>	<b>FY2011 BUDGETED</b>	<b>FY2012 DEPT REQ</b>	<b>FY2012 TM REC</b>
<i>Salaries</i>	232,990	234,400	221,604	221,604
Water Enterprise Fund Allocation	(2,869)	(2,869)	-	-
Sewer Enterprise Fund Allocation	(2,869)	(3,113)	-	-
Wetlands Protection Allocation	(21,949)	(10,000)	(10,000)	(10,000)
Total Salaries Net of Allocations	205,303	218,418	211,604	211,604
<i>Operating</i>	14,631	16,280	22,125	19,465
Water Enterprise Fund Allocation	(268)	(244)	-	-
Sewer Enterprise Fund Allocation	(268)	(244)	-	-
Total Operating Net of Allocations	14,095	15,792	22,125	19,465
<i>Capital Outlay</i>	-	-	-	-
<b>Total Community Development Budget</b>	<b>247,621</b>	<b>250,680</b>	<b>243,729</b>	<b>241,069</b>
<b>Total Community Development Budget Net Allocations</b>	<b>219,398</b>	<b>234,210</b>	<b>233,729</b>	<b>231,069</b>
<b>Building Department</b>				
<i>Salaries</i>	213,987	215,639	213,462	213,402
Water Enterprise Fund Allocation	(29,150)	(29,150)	(2,025)	(2,025)
Sewer Enterprise Fund Allocation	(37,821)	(39,623)	(5,570)	(5,570)
Total Salaries Net of Allocations	147,016	146,866	205,867	205,807
<i>Operating</i>	5,269	5,450	4,950	4,350
Water Enterprise Fund Allocation	(82)	(82)	-	-
Sewer Enterprise Fund Allocation	(82)	(82)	-	-
Total Operating Net of Allocations	5,105	5,286	4,950	4,350
<i>Capital Outlay</i>	-	-	-	-
<b>Total Building Department Budget</b>	<b>219,256</b>	<b>221,089</b>	<b>218,412</b>	<b>217,752</b>
<b>Total Building Department Budget Net Allocations</b>	<b>152,121</b>	<b>152,152</b>	<b>210,817</b>	<b>210,157</b>
<b>Board of Health</b>				
<i>Salaries</i>	263,470	269,357	231,136	207,136
Water Enterprise Fund Allocation	(6,610)	(6,686)	-	-
Sewer Enterprise Fund Allocation	(6,610)	(6,686)	-	-
Total Salaries Net of Allocations	250,250	255,985	231,136	207,136
<i>Operating</i>	11,218	11,735	10,561	9,125
Water Enterprise Fund Allocation	(382)	(294)	-	-
Sewer Enterprise Fund Allocation	(382)	(294)	-	-
Total Operating Net of Allocations	10,454	11,147	10,561	9,125
<i>Capital Outlay</i>	-	-	-	-
<b>Total Board of Health Budget</b>	<b>274,688</b>	<b>281,092</b>	<b>241,697</b>	<b>216,261</b>
<b>Total Board of Health Budget Net Allocations</b>	<b>260,704</b>	<b>267,132</b>	<b>241,697</b>	<b>216,261</b>

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<b>Total Planning and Development</b>	<b>741,564</b>	<b>752,861</b>	<b>703,838</b>	<b>675,082</b>
<b>Total Planning and Development Net Allocations</b>	<b>632,222</b>	<b>653,494</b>	<b>686,243</b>	<b>657,487</b>
<b>Public Safety</b>				
<b>Police</b>				
<i>Salaries</i>	4,732,297	4,829,739	4,911,073	4,903,723
<i>Operating</i>	555,355	549,437	504,493	491,490
<i>Capital Outlay</i>	144,657	70,551	107,888	96,900
<b>Total Police Budget</b>	<b>5,432,309</b>	<b>5,449,727</b>	<b>5,523,454</b>	<b>5,492,113</b>
<b>Fire</b>				
<i>Salaries</i>	3,852,609	3,839,957	3,837,271	3,837,271
Water Enterprise Fund Allocation	(70,000)	-	-	-
Total Salaries Net of Allocations	3,782,609	3,839,957	3,837,271	3,837,271
<i>Operating</i>	328,615	287,480	257,401	235,044
<i>Capital Outlay</i>	105,394	143,188	213,381	213,381
<b>Total Fire Budget</b>	<b>4,286,618</b>	<b>4,270,625</b>	<b>4,308,054</b>	<b>4,285,697</b>
<b>Total Fire Budget Net Allocations</b>	<b>4,216,618</b>	<b>4,270,625</b>	<b>4,308,054</b>	<b>4,285,697</b>
<b>Emergency Management</b>				
<i>Salaries</i>	4,747	4,837	4,837	4,837
<i>Operating</i>	20,454	25,150	31,120	24,885
<i>Capital Outlay</i>	15,984	28,515	13,750	13,750
<b>Total Emergency Mgt. Budget</b>	<b>41,185</b>	<b>58,502</b>	<b>49,707</b>	<b>43,472</b>
<b>Parking Clerk</b>				
<i>Salaries</i>	4,000	4,000	4,000	4,000
<i>Operating</i>	1,113	1,800	1,800	1,200
<i>Capital Outlay</i>	-	-	-	-
<b>Total Parking Clerk Budget</b>	<b>5,113</b>	<b>5,800</b>	<b>5,800</b>	<b>5,200</b>
<b>Total Public Safety Budget</b>	<b>9,765,225</b>	<b>9,784,654</b>	<b>9,887,014</b>	<b>9,826,481</b>
<b>Total Public Safety Budget Net Allocations</b>	<b>9,695,225</b>	<b>9,784,654</b>	<b>9,887,014</b>	<b>9,826,481</b>
<b>School Departments</b>				
<b>Tewksbury</b>				
Salaries	24,019,506	23,845,251	23,841,138	24,578,563
Operating	10,798,707	11,639,953	11,639,953	11,905,082
Capital Outlay	20,000	40,000	20,000	20,000
<b>Total School Operating Budget</b>	<b>34,838,213</b>	<b>35,525,204</b>	<b>35,501,091</b>	<b>36,503,645</b>
Offsets	(1,789,000)	(1,370,450)	(1,615,300)	(1,615,300)
<b>Net School Operating Budget</b>	<b>33,049,213</b>	<b>34,154,754</b>	<b>33,885,791</b>	<b>34,888,345</b>
Fixed Costs				
Health	7,053,484	7,198,873	7,552,860	7,552,860

<b>General Fund Budget Classification</b>	<b>FY2010 EXPENDED</b>	<b>FY2011 BUDGETED</b>	<b>FY2012 DEPT REQ</b>	<b>FY2012 TM REC</b>
Retirement	1,643,242	906,356	866,844	866,844
Medicare	300,709	300,709	345,000	345,000
Unemployment	40,000	40,000	57,000	57,000
Insurance	162,300	162,300	112,951	112,951
Principal	1,193,025	537,000	516,000	516,000
Long Term Interest	581,354	191,688	172,234	172,234
Short Term Interest	19,000	17,000	-	-
<b>Total Fixed Costs</b>	<b>10,993,114</b>	<b>9,353,926</b>	<b>9,622,889</b>	<b>9,622,889</b>
<b>Town Tewksbury School Budget</b>	<b>44,042,327</b>	<b>43,508,680</b>	<b>43,508,680</b>	<b>44,511,234</b>
<b>Regional Vocational School</b>	<b>4,735,773</b>	<b>5,077,953</b>	<b>5,470,783</b>	<b>5,470,783</b>
<b>Total School Departments</b>	<b>48,778,100</b>	<b>48,586,633</b>	<b>48,979,463</b>	<b>49,982,017</b>
<b>Department of Public Works</b>				
<b>DPW Administration</b>				
<i>Salaries</i>	231,378	197,739	184,994	160,994
Water Enterprise Fund Allocation	(59,657)	(55,460)	(46,248)	(40,248)
Sewer Enterprise Fund Allocation	(59,657)	(55,460)	(46,248)	(40,248)
<i>Total Salaries Net of Allocations</i>	112,064	86,819	92,498	80,498
<i>Operating</i>	125,581	166,775	138,380	120,130
Water Enterprise Fund Allocation	(38,075)	(41,694)	(34,595)	(30,149)
Sewer Enterprise Fund Allocation	(38,075)	(41,694)	(34,595)	(30,149)
<i>Total Operating Net of Allocations</i>	49,431	83,387	69,190	59,832
<i>Capital Outlay</i>	-	-	-	-
<b>Total DPW Administration Budget</b>	<b>356,959</b>	<b>364,514</b>	<b>323,374</b>	<b>281,124</b>
<b>Total DPW Administration Budget Net Allocations</b>	<b>161,495</b>	<b>170,206</b>	<b>161,688</b>	<b>140,330</b>
<b>DPW Engineering</b>				
<i>Salaries</i>	175,609	186,449	185,992	180,232
Water Enterprise Fund Allocation	(72,006)	(70,494)	(74,798)	(74,798)
Sewer Enterprise Fund Allocation	(64,125)	(70,494)	(42,298)	(42,298)
<i>Total Salaries Net of Allocations</i>	39,478	45,461	68,896	63,136
<i>Operating</i>	3,135	12,395	10,545	7,145
Water Enterprise Fund Allocation	(1,084)	(3,099)	(3,690)	(2,500)
Sewer Enterprise Fund Allocation	(1,084)	(3,099)	(3,690)	(2,500)
<i>Total Operating Net of Allocations</i>	967	6,197	3,165	2,145
<i>Capital Outlay</i>	-	-	-	-
<b>Total DPW Engineering Budget</b>	<b>178,743</b>	<b>198,844</b>	<b>196,537</b>	<b>187,377</b>
<b>Total DPW Engineering Budget Net Allocations</b>	<b>40,444</b>	<b>51,658</b>	<b>72,061</b>	<b>65,281</b>

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<b>DPW Highway</b>				
<i>Salaries</i>	564,008	555,513	531,541	531,541
<i>Operating</i>	137,750	148,250	136,350	106,300
<i>Capital Outlay</i>	126,766	82,076	79,419	79,419
<b>Total DPW Highway Budget</b>	<b>828,524</b>	<b>785,839</b>	<b>747,310</b>	<b>717,260</b>
<b>DPW Forestry</b>				
<i>Salaries</i>	-	-	-	-
<i>Operating</i>	46,972	52,900	50,700	42,450
<i>Capital Outlay</i>	60,133	27,706	27,306	27,306
<b>Total DPW Forestry Budget</b>	<b>107,105</b>	<b>80,606</b>	<b>78,006</b>	<b>69,756</b>
<b>DPW Fleet Maintenance</b>				
<i>Salaries</i>	184,143	190,475	189,041	189,041
Water Enterprise Fund Allocation	(31,456)	(31,809)	(31,570)	(31,570)
Sewer Enterprise Fund Allocation	(31,456)	(31,809)	(31,570)	(31,570)
<i>Total Salaries Net of Allocations</i>	121,231	126,857	125,901	125,901
<i>Operating</i>	183,707	188,000	181,800	175,000
Water Enterprise Fund Allocation	(43,600)	(37,600)	(36,360)	(35,000)
Sewer Enterprise Fund Allocation	(43,600)	(37,600)	(36,360)	(35,000)
<i>Total Operating Net of Allocations</i>	96,507	112,800	109,080	105,000
<i>Capital Outlay</i>	33,686	19,693	32,510	32,510
Water Enterprise Fund Allocation	(8,190)	(3,939)	(6,502)	(6,502)
Sewer Enterprise Fund Allocation	(8,190)	(3,939)	(6,502)	(6,502)
<i>Total Capital Outlay Net of Allocations</i>	17,306	11,815	19,506	19,506
<b>Total DPW Fleet Maint, Budget</b>	<b>401,536</b>	<b>398,168</b>	<b>403,351</b>	<b>396,551</b>
<b>Total DPW Fleet Maint, Budget Net Allocations</b>	<b>235,044</b>	<b>251,472</b>	<b>254,487</b>	<b>250,407</b>
<b>DPW Electrician</b>				
<i>Salaries</i>	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-
<i>Total Salaries Net of Allocations</i>	-	-	-	-
<i>Operating</i>	6,966	16,000	15,000	5,000
Water Allocation	(1,125)	(1,125)	-	-
Sewer Allocation	(1,125)	(1,125)	-	-
<i>Total Operating Net of Allocations</i>	4,716	13,750	15,000	5,000
<i>Capital Outlay</i>	17,762	-	-	-
Water Enterprise Fund Allocation	(3,549)	-	-	-



General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
Sewer Enterprise Fund Allocation	(3,549)	-	-	-
<i>Total Capital Outlay Net of Allocations</i>	10,664	-	-	-
<b>Total DPW Electrician Budget</b>	<b>24,727</b>	<b>16,000</b>	<b>15,000</b>	<b>5,000</b>
<b>Total DPW Electrician Budget Net Allocations</b>	<b>15,379</b>	<b>13,750</b>	<b>15,000</b>	<b>5,000</b>
<b>DPW Snow and Ice</b>				
<i>Salaries</i>	141,173	75,500	75,500	75,500
<i>Operating</i>	497,394	126,000	126,000	126,000
<i>Capital Outlay</i>	-	-	-	-
<b>Total DPW Snow and Ice Budget</b>	<b>638,566</b>	<b>201,500</b>	<b>201,500</b>	<b>201,500</b>
<b>Street Lighting</b>				
<i>Operating</i>	159,732	165,000	160,000	160,000
<b>Total Street Lighting Budget</b>	<b>159,732</b>	<b>165,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Solid Waste Disposal</b>				
<i>Operating</i>	2,183,151	2,119,969	2,215,739	2,215,739
<b>Total Solid Waste Budget</b>	<b>2,183,151</b>	<b>2,119,969</b>	<b>2,215,739</b>	<b>2,215,739</b>
<b>Total DPW Budget</b>	<b>4,879,044</b>	<b>4,330,439</b>	<b>4,340,817</b>	<b>4,234,307</b>
<b>Total DPW Budget Net Allocations</b>	<b>4,369,441</b>	<b>3,839,999</b>	<b>3,905,791</b>	<b>3,825,273</b>
<b>Unclassified</b>				
Reserve Fund	-	100,000	100,000	73,444
Maturing Debt	930,080	889,830	831,080	831,080
Interest-Maturing Debt	296,700	266,260	237,935	237,935
interest-Temporary Loans	-	7,000	1,000	1,000
<i>Middlesex Retirement Assmt.</i>	4,060,493	4,817,619	4,487,591	4,487,591
Water Enterprise Fund Allocation	(333,766)	(501,299)	(261,383)	(258,523)
Sewer Enterprise Fund Allocation	(157,419)	(203,693)	(41,150)	(76,857)
<i>Total Retirement</i>	3,569,308	4,112,627	4,185,058	4,152,211
Occupational Injury Reserve	80,795	80,795	80,795	80,795
Unemployment Compensation	43,593	62,190	20,000	10,000
Group Insurance	3,816,918	4,209,535	4,501,141	4,501,141
Water Allocation	(312,111)	(311,444)	(206,623)	(206,378)
Sewer Allocation	(146,111)	(143,526)	(72,198)	(72,198)
<i>Total Group Insurance</i>	3,358,696	3,754,565	4,222,320	4,222,565
Medicare Tax	173,975	195,000	195,000	195,000
Water Enterprise Fund Allocation	(12,879)	(14,584)	(14,584)	(13,117)
Sewer Enterprise Fund Allocation	(6,570)	(6,621)	(6,621)	(2,457)

General Fund Budget Classification	FY2010 EXPENDED	FY2011 BUDGETED	FY2012 DEPT REQ	FY2012 TM REC
<i>Total Medicare Tax</i>	154,526	173,795	173,795	179,426
Fire and Liability Insurance	249,246	335,700	341,900	341,900
<b>Total Unclassified Budget</b>	<b>9,651,799</b>	<b>10,963,929</b>	<b>10,796,442</b>	<b>10,759,886</b>
<b>Total Unclassified Budget Net Allocations</b>	<b>8,682,943</b>	<b>9,782,762</b>	<b>10,193,883</b>	<b>10,130,356</b>
<b>Total Budget Before Transfers</b>	<b>77,792,384</b>	<b>78,509,304</b>	<b>78,643,662</b>	<b>79,048,044</b>
<b>Total Budget Before Transfers Net Allocations</b>	<b>75,862,224</b>	<b>76,503,840</b>	<b>77,494,435</b>	<b>77,899,223</b>
<b>Transfers</b>				
To the Sewer Enterprise Fund	302,898	299,976	296,089	296,089
To the Water Enterprise Fund		-	-	-
Special Revenue		-	-	-
Town Trust Funds	250,000		-	-
<b>Total Transfers</b>	<b>552,898</b>	<b>299,976</b>	<b>296,089</b>	<b>296,089</b>
<b>ATM General Fund Budget</b>	<b>76,415,122</b>	<b>76,803,816</b>	<b>77,790,524</b>	<b>78,195,312</b>

Motion: Finance recommended adoption

Vote: Article 4 was Adopted

8:40 PM

5/2/11

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15 A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant on Monday May 2, 2011

# APPROPRIATION CERTIFICATE – ANNUAL TOWN MEETING

May 2 & 4, 2011

ARTICLE	RAISE & APPROP	CPA APPROP	CPA RESERVE	OTHER AVAILABLE FUNDS	SEWER ENTERPRISE	WATER ENTERPRISE	MEMO ONLY
General Fund Budget	78,195,312						
Lower Tax Rate							1,366,000 from free cash
To General Fund				330,000			from stabilization fund
To General Fund				349,000			from opeb stabilization
Firearms, Ambulance				170,000	from stabilization fund		
Sewer Enterprise Fund					9,374,511		
Water Enterprise fund						5,439,051	
Hydrants, Plant Study						175,000	
Weights & Measures				1,252	from W&M fines		
Community Preservation		36,600	669,600				
<b>Total Raise &amp; Appropriate</b>	<b>78,195,312</b>						
CPA Fund-Appropriation		36,600					
CPA Fund-Reserve			669,600				
Other Available Funds				850,252			
Sewer Enterprise Fund Appropriations					9,374,511		
Water Enterprise Fund Appropriations						5,614,051	

ATTEST:

DENISE GRAFFEO, TOWN CLERK

## ARTICLE 5

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$1,366,000 to be used by the Assessors to reduce the FY12 tax levy; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 5 was Adopted 8:17 PM 5/2/11

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of June 30, 2010, to balance the FY12 general fund budget.

## ARTICLE 6

To see if the Town will vote to transfer \$330,000 from the Stabilization Fund to the General Fund to be used to fund the FY12 General Fund Budget; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 6 was Adopted Yes 256/No 16 (2/3 required) 8:24 PM 5/2/11

**Executive Summary:** This article transfers \$330,000 from the Town's Stabilization Fund to the General Fund to be used to fund the FY12 School Department budget.

## ARTICLE 7

To see if the Town will vote to transfer \$349,000 from the Other Post Employment Benefits (OPEB) Stabilization Fund to the General Fund to used to fund the FY12 General Fund Budget; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 7 was Adopted Yes 100/No 16 (2/3 required) 8:27 PM 5/2/11

**Executive Summary:** This article transfers \$349,000 from the Town's OPEB Stabilization Fund to the General Fund to be used to fund a portion of the FY12 School Department Health Insurance.

## ARTICLE 8

To see if the Town will vote to transfer \$170,000 from the Stabilization Fund to the General Fund for the following purposes;

Police Department Firearms:	\$10,000
Fire Department Ambulance:	\$160,000

or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 8 was Adopted Yes 100/No 3 (2/3 required) 8:44 PM 5/2/11



**Executive Summary:** This article transfers \$170,000 from the Town's Stabilization Fund to the General Fund to be used to purchase new firearms for the Police Department to and a new ambulance for the Fire Department.

## ARTICLE 9

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the sewer enterprise fund; or take any other action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>SEWER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2012 PROPOSED BUDGET</b>	
Direct Expenses	
Salaries	\$ 263,890
Expenses	\$ 252,400
Capital Outlay	\$ 68,970
Lowell Sewer	\$ 1,200,000
Reserve Fund	\$ 60,000
Debt	\$ 7,137,571
Subtotal	\$ 8,982,831
Indirect Expenses	
Town Manager	\$ 7,950
Accounting	\$ 5,211
Computer Services	\$ 2,388
Treasurer/Collector	\$ 30,118
Administrative Services	\$ 664
Building Dept	\$ 5,570
Dept of Public Works	\$ 188,267
Group Insurance	\$ 72,198
Retirement	\$ 76,857
Medicare	\$ 2,457
Subtotal	\$ 391,680
<b>Total</b>	<b>\$ 9,374,511</b>
Projected Sewer Revenue	
User Fees	\$ 6,711,117
New Connections	\$ 36,142
Sewer Liens	\$ 200,000
Sewer Connection Liens	\$ 400,000
Connection Fees	\$ 1,820,024
Application Fees	\$ 15,000
Interest/Demands	\$ 10,000
Investment Income	\$ 30,000
Prior Year Surplus	\$ -
Transfer From General Fund	\$ 296,089
<b>Total</b>	<b>\$ 9,518,372</b>
Deficit/Surplus	\$ 143,861

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 9 was Adopted

8:52 PM

5/2/11

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for FY12.

## ARTICLE 10

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the water enterprise fund; or take any action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>WATER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2012 PROPOSED BUDGET</b>	
Direct Expenses	
Salaries	\$ 1,249,822
Expenses	\$ 1,214,560
Capital Outlay	\$ 82,931
Reserve Fund	\$ 25,000
Debt	\$ 2,119,597
Subtotal	\$ 4,691,910
Indirect Expenses	
Town Manager	\$ 7,950
Accounting	\$ 5,211
Computer Services	\$ 2,388
Treasurer/Collector	\$ 30,118
Administrative Services	\$ 664
Building Dept	\$ 2,025
Dept of Public Works	\$ 220,767
Group Insurance	\$ 206,378
Retirement	\$ 258,523
Medicare	\$ 13,117
Subtotal	\$ 747,141
Total	\$ 5,439,051
Projected Water Revenue	
User Fees	\$ 5,518,016
Water Liens	\$ 250,000
Connection Fees	\$ 15,000
Meter Replacement Fee	\$ -
Investment Income	\$ 20,000
Other Income	\$ 2,000
Prior Year Surplus	\$ -
Total	\$ 5,805,016
Deficit/Surplus	\$ 365,965

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 10 was Adopted

8:54 PM

5/2/11

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for FY12.

## ARTICLE 11

To see if the Town will vote to raise and appropriate the sum of \$175,000.00 from the Water Enterprise fund to undertake the following:

A study related to the assessment of Tewksbury's Water Treatment Plant:	\$75,000
Purchase and installation of new fire hydrants:	\$100,000

or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 11 was Adopted 8:59 PM 5/2/11

**Executive Summary:** This article would raise and appropriate funds, from water enterprise fees, for an assessment of the Water Treatment Plant and the purchase and installation of fire hydrants.

The study would investigate upgrades necessary for the treatment facility to meet future needs. In 2009, Mass DEP served the Town an Administrative Consent Order to reduce disinfection byproducts in the water supply system. The Town worked quickly to remedy the situation, but remains concerned that the Water Treatment Plant may be inadequate to meet current and future regulatory needs. The plant was placed on line in 1988 and contains much of the original equipment. To date the equipment is 21 years old and is at or exceeded its design life. Furthermore, the regulatory environment for drinking water has become stricter since 1988 and is anticipated to continue to do so. This study would evaluate how the Town could act to insure the continued operation of the plant to protect public health, meet future regulatory requirements and insure continued uninterrupted operation. In FY05 the Town began a program to replace (600) older hydrants within its water distribution system. Many of the Town's current hydrants are past their useful lives and in need of replacement. The newer hydrants can deliver higher volumes of water to Fire Department pumper trucks more quickly and easily. In addition the newer hydrants are equipped with break-away flanges allowing repairs without an interruption to service, while the (4) inch nozzle allows the fire department to utilize the current standard for connecting to their pump trucks. The program was scheduled to be implemented over a ten year cycle. Since that time (122) hydrants have been replaced.

By raising the appropriation through user fees the Town will avoid \$26,000.00 in interest payments.

**ARTICLE 12**

To see if the Town will vote to authorize the Building Department to spend up to \$1,252.00 from the Weights and Measures Fine Account for the purpose of enforcement of item pricing and Weights and Measures laws in accordance with MGL Chapter 98, Section 29A; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 12 was Adopted 9:00 PM 5/2/11

**Executive Summary:** This money was collected through civil citations and placed in a separate account. This can only be used for enforcement of item pricing and weights and measures laws.

**ARTICLE 13**

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2012, with each item to be considered a separate appropriation:

<u>Appropriations:</u>	
Administrative Costs	\$ 36,600
<u>Reserves:</u>	
Open Space	\$ 73,200
Community Housing	\$ 73,200
Historic Preservation	\$ 73,200
FY2012 Budgeted Reserve	\$450,000
Or take any other action related thereto.	

Community Preservation Committee

Motion: Finance Committee deferred to the Community Preservation Committee

Nancy Reed, Chair of the Community Preservation Committee recommended adoption

**Executive Summary:** Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing. The total CPA Estimated FY12 revenue is \$732,000.

#### **ARTICLE 14**

To see if the Town will vote to approve the FY12 Affordable Housing Trust Fund Allocation Plan as follows:  
There were no expenditures out of the Affordable Housing Trust Fund for FY11.

<b>ALLOCATION PLAN</b>		<b>for FY 2012</b>
<b>Starting Balance:</b>		\$1,877,491
<b>Anticipated Revenue</b>		
Comp. Permit Contributions (Nolan Court, Andover Estates)		\$28,000
Contribution from Katie Estates (Fee in lieu of 2 units)		\$260,292
Contribution from Carter Commons Phase I (Fee in lieu of 7 units)		\$911,022
Total Anticipated Revenue FY12		<u>\$1,199,314</u>
<b>Total Available Funds FY12</b>		<b>\$3,076,805</b>
<b>Expenses</b>		
LHP Consulting Services		\$40,000
Audit of 3 Local Initiative Projects (\$7,500 per project)		\$22,500
Creation of New Units/ Buydown of existing units		<u>\$3,014,305</u>
<b>Total Projected Expenses for FY12</b>		<b>\$3,076,805</b>

Or take any other action related thereto.

Local Housing Partnership

Motion: Finance Committee deferred to the Local Housing Partnership

Local Housing Partnership, recommended adoption

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation submitted to and approved at the Annual Town Meeting. The 2012 allocation plan meets the expenditure requirements of the Special Act.

#### **ARTICLE 15**

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, by reclassifying or changing job titles for the following positions:

Delete Town Engineer from Group A-7

Minimum - \$53,405/Maximum - \$71,465

And Insert Town Engineer in Group A-4:

Minimum - \$66,473/Maximum - \$80,795



Delete Administrative Director and Assistant Library Director from Group A-8  
Minimum - \$52,230/Maximum - \$63,487  
And Insert Administrative Director and Assistant Library Director in Group A-7  
Minimum - \$53,405/Maximum - \$71,465

Delete Veterans' Services Officer from Group A-9  
Minimum - \$37,694/Maximum - \$48,108  
And Insert Veterans' Services Officer in Group B at the following steps:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$36,007	\$38,092	\$40,297	\$42,646	\$45,115	\$47,728	\$49,637

Change Accountant to Assistant Accountant in Group A-7  
Change Conservation Commission Administrator to Planner/Conservation Agent in Group B  
or take any other action relative thereto:

Town Manager

**Executive Summary:** The purpose of this article is to reclassify existing positions within the wage schedule. No pay raises or step increases will take effect as a result of these changes. The position of Accountant will be changed to Assistant Town Accountant. The positions of Assistant Library Director and Administrative Director will be moved from Group A-8 to Group A-7. Group A-8 will be eliminated. The position of Veteran's Services Officer will be moved from Group A-9 to Group B and Group A-9 will be eliminated. The position of Town Engineer will be moved from Group A-7 to Group A-4. Under group B the position of Conservation Commission Administrator will be changed to Planner/Conservation Agent with the same salary schedule.

Motion: Finance Committee deferred to Town Manager, Richard Montuori

Town Manager, Richard Montuori motioned to amend the article.

Finance Committee recommended adoption as amended by the Town Manager.

Vote: Amendment was Adopted	9:04 PM	5/2/11
Article 15 was Adopted as Amended	9:08 PM	5/2/11

**AMENDMENT:** Delete the first three items of Article 15, and to renumber items 4 & 5 to 1 & 2.

**ARTICLE 15 AS AMENDED:** To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, by reclassifying or changing job titles for the following positions:

Change Accountant to Assistant Accountant in Group A-7  
Change Conservation Commission Administrator to Planner/Conservation Agent in Group B  
or take any other action relative thereto:

Town Manager

**Executive Summary:** The purpose of this article is to reclassify existing positions within the wage schedule. No pay raises or step increases will take effect as a result of these changes. The position of Accountant will be changed to Assistant Town Accountant. Under group B the position of Conservation Commission Administrator will be changed to Planner/Conservation Agent with the same salary schedule.

**ARTICLE 16**

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, effective upon the retirement of the current Collector, by deleting from Group A-7:  
Collector

Minimum - \$53,405/Maximum - \$71,465

or take any other action relative thereto:

Town Manager and Finance Director

Motion: Finance Committee deferred to Town Manager, Richard Montuori

Town Manager, Richard Montuori motioned to amend the article.

Finance Committee recommended adoption as amended by the Town Manager.

Vote: Amendment was Adopted 9:09 PM 5/2/11

Article 16 was Adopted as Amended 9:12 PM 5/2/11

**AMENDMENT:** Delete the phrase “upon the retirement of the current Collector” and replace it with the phrase “August 15, 2011”.

**Executive Summary:** This article deletes the current position of Collector from the Personnel By-Law Group A-7. The current Collector will be retiring from the Town in August, 2011 and the position will be combined into a Treasurer/Collector. This combined position is more common among municipalities in Massachusetts.

#### **ARTICLE 17**

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, effective upon the retirement of the current Treasurer, by deleting from Group A-7:

Treasurer

Minimum - \$53,405/Maximum - \$71,465

and inserting a new position in Group A-4:

Treasurer/Collector

Minimum - \$66,473/Maximum - \$80,795

or take any other action relative thereto:

Town Manager and Finance Director

Motion: Town Manager, Richard Montuori motioned to amend the article.

Finance Committee recommended adoption as amended by the Town Manager.

Patricia Meuse motioned for Indefinite Postponement

Vote: Amendment was Adopted 9:13 PM 5/2/11

Indefinite Postponement did not prevail 9:23 PM 5/2/11

Article 17 was Adopted as Amended 9:24 PM 5/2/11

**AMENDMENT:** Delete the phrase “upon the retirement of the current Treasurer” and replace it with the phrase “August 15, 2011”.

**Executive Summary:** This article deletes the current position of Treasurer from the Personnel By-Law Group A-7 and creates a new position of Treasurer/Collector in Group A-4. The current Treasurer and the current Collector will both be retiring in August, 2011 and the position will be combined. This combined position is more common among municipalities in Massachusetts.



## ARTICLE 18

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, effective upon the retirement of the current Collector, by adding a new position into Group A-8:

Assistant Treasurer/Collector

Minimum - \$52,230/Maximum - \$63,487

or take any other action relative thereto:

Town Manager and Finance Director

Motion: Town Manager, Richard Montuori motioned to amend the article.

Finance Committee recommended adoption as amended by the Town Manager.

Patricia Meuse motioned for Indefinite Postponement

Vote: Amendment was Adopted	9:25 PM	5/2/11
Indefinite Postponement did not prevail	9:27 PM	5/2/11
Article 18 was Adopted as Amended	9:28 PM	5/2/11

**AMENDMENT:** Delete the phrase “upon the retirement of the current Collector” and replace it with the phrase “August 15, 2011”.

**Executive Summary:** This article deletes the current position of Collector from the Personnel By-Law Group A-7. The current Collector will be retiring in August, 2011 and the position will be combined into a Treasurer/Collector. The Assistant Treasurer/Collector is a new position that will assist the Treasurer/Collector. The Treasurer/Collector position and the Assistant Treasurer/Collector position are more common in Massachusetts municipalities.

## ARTICLE 19

To see if the Town will vote to accept M.G.L. c. 64L, § 2 (a). Said section 2 (a) provides, if accepted, that “... [a] ... town may impose a local sales tax upon the sale of restaurant meals ... originating within the town ... at the rate of 75 percent of the gross receipts. ...” or take any action relative thereto

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 19 was Adopted	9:36 PM	5/2/11
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**Executive Summary:** This article accepts the state statute which will allow the Town to increase the meals tax in Town by .75% from 6.25% to 7%. The additional revenue generated from this increase will remain with the Town to assist in funding Town services.



## ARTICLE 20

To see if the Town will vote to amend the local excise tax upon the transfer of occupancy of any room or rooms to a bed and breakfast establishment, hotel, lodging house or motel from four percent to six percent of the total amount of rent for each such occupancy as authorized by M.G.L. c. 64G, § 3A, which was previously accepted by the Town, or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 20 was Adopted

9:38 PM

5/2/11

**Executive Summary:** This article accepts state statute that will allow the Town to raise its current room occupancy tax from 4% to 6%. All revenue generated from this tax remains with the Town to assist in funding services.

## SECTION 3

## ARTICLE 26

To see if the Town will vote to amend the Zoning Bylaw by deleting ACC/PB in the HI column of Appendix A, Table of Use Regulations, Section C, Commercial Uses, Subsections 12 and 13 to read as follows:

C. COMMERCIAL USES	R40	FA	LB	CO M	TR	P	MN	MFD	MF D/55	CDD	HI	OR
12. Motor vehicle, motorcycle, trailer, snowmobile, or boat sales and rental	N	N	N	N	N	N	N	N	N	N	N	N
13. Motor vehicle light service; motor vehicle general and body repair	N	N	N	N	N	N	N	N	N	N	N	N

Or take any other action related thereto.

Planning Board

Motion: Finance Committee deferred to the Planning Board

Planning Board recommended adoption

Vote: Article 26 was Adopted

Yes 45/No 3 (2/3 required)

9:02 PM

5/4/11

**Executive Summary:** This article removes the uses of motor vehicle, motorcycle, trailer, snowmobile, or boat sales and rental and the uses of motor vehicle light service, motor vehicle general and body repair as an allowed accessory use by Planning Board special permit from the Heavy Industrial districts. Neither of these uses would be allowed in any zoning district.

## ARTICLE 27

To see if the Town will vote to amend the Tewksbury Zoning Map by changing Map 53, Parcel 6 from residential (R40) to office research (OR).

James Cutelis

Motion: Finance Committee deferred to the Planning Board

Planning Board recommended withdrawal

James Cutelis motioned to withdraw the article

Vote: Article 27 was Withdrawn

9:02 PM

5/4/11



## ARTICLE 28

To see if the Town will vote to amend the Tewksbury Zoning By-Law appendix A. Section C.9 for Office Research from Accessory ('ACC') to Planning Board ('PB') Special Permit Required and Appendix A. Section C.19 for Office Research from No ('N') to Planning Board ('PB') Special Permit Required.

James Cutelis

Motion: Finance Committee deferred to the Planning Board

Planning Board recommended withdrawal

James Cutelis motioned to withdraw the article:

Vote: Article 28 was Withdrawn

9:03

5/4/11

Executive Summary: This change would allow the Planning Board to issue a special permit for food retail and restaurant use in the Office Research ('OR') District.

## EXHIBIT B

### APPENDIX A

To see if the City of Lowell will vote to amend the Zoning By-Law in Appendix A, Table of Use Regulations, Section C, Commercial Uses, Subsections 9 and 19 thereof, to read as follows:

#### EXISTING TABLE OF USE REGULATIONS

Commercial Uses	R40	FA	LB	COM	TR	P	MN	MFD	MFD/55	CDD	HI	OR
9. Retail food or drug store	N	N	PB	Y	PB	N	N	N	N	PB	PB	ACC
19. Restaurant, fast-food or drive-through	N	N	N	PB	PB	N	N	N	N	PB	PB	N

#### PROPOSED TABLE OF USE REGULATIONS

Commercial Uses	R40	FA	LB	COM	TR	P	MN	MFD	MFD/55	CDD	HI	OR
9. Retail food or drug store	N	N	PB	Y	PB	N	N	N	N	PB	PB	PB
19. Restaurant, fast-food or drive-through	N	N	N	PB	PB	N	N	N	N	PB	PB	PB

Provided, further, in all other respects the remaining provisions of said Appendix A, Table of Use Regulations, shall remain unchanged and shall continue in effect.

## ARTICLE 29

To see if the Town will vote to amend the Zoning Map for parcels shown on Assessor's Map 89 Lots 15, 16, 23, 34 AND A PORTION OF 13 from Residential (R40) and Heavy Industry to Multi Family District (MDF)

### LEGAL DESCRIPTION

Beginning at a point on the northerly line of East Street at the southeast corner of land at 692 East Street owned now or formerly Richard & Mary Forsyth, thence;

N 20° 27' 30" W by the easterly line of said Forsyth land, a distance of 291.00 feet, more or less, to a point, thence; S 69° 32' 30" W by said Forsyth, a distance of 150.00 feet, more or less, to a point, thence; N 20° 27' 30" W by said Forsyth land, a distance of 226.69 feet, more or less, to a point, thence; S 83° 33' 20" W by said Forsyth land and land of now or formerly Francis L.

Woodworth, a distance of 154.60 feet, more or less, to a point at land of now or formerly Robert Farrari & Patricia LeDuc, thence; N 20° 27' 30" W by said Farrari/Leduc land, a distance of 36.31 feet, more or less, to a point at land of now or formerly Heirs of

Margaret Rodden, thence; N 81° 17' 28" E, by said Rodden, a distance of 395.71 feet, more or less, to a point, thence; N 13° 53' 00" W by said Rodden, a distance of 5.43 feet, more or less, to a point, thence; S 86° 42' 50" W by said Rodden, a distance of 992.00 feet, more or less, to a point at land of now or formerly the Commonwealth of Massachusetts, thence; by said

Commonwealth land by the following courses; N 27° 00' 43" E, a distance of 12.79 feet, more or less, thence; N 20° 40' 17" E, a distance of 104.37 feet, more or less, thence; N 21° 14' 26" E, a distance of 130.64 feet, more or less, thence; N 15° 50' 33" E, a distance of 267.11 feet, more or less, thence;

N 81° 15' 28" W, a distance of 200.93 feet, more or less, thence; N 19° 13' 30" E, a distance of 101.70 feet, more or less, to a point on the southerly line of now or formerly Boston & Main Railroad, thence; S 81° 15' 00" E, along said Railroad, a distance of 2,189.98 feet, more or less, to a point at land of now or formerly EHB Family Trust, thence; S 42° 37' 08" W by said EHB Family Trust land, a distance of 121.61 feet, more or less, to a point at the northwest corner of said EHB land thence; S 20° 26' 11" E by said EHB land, a distance of 261.99 feet, more or less, to a point on the northerly line of said East Street, thence; S 69° 32' 30" W along said East Street, a distance of 188.00 feet, more or less, to a point at land of now or formerly The Melmark Home, Inc., thence;

N 20° 27' 30" W, by said Melmark, a distance of 200 feet, more or less, to a point, thence; S 69° 32' 30" W along the northerly line of said Melmark land and land of now or formerly Ross P Callahan & Dina M. Barkhouse, land of Vincent & Charlotte Cataldo, a distance of 390.00 feet, more or less, to a point at land of now or formerly Timothy W & Kathryn J Kelly, thence; N 20° 27' 30" W by said Kelly land, a distance of 90.40 feet, more or less, to a point, thence; S 69° 32' 30" W by said Kelly land and the northerly line of land of now or formerly Robert & Maureen Nazzaro, a distance of 300.00 feet, more or less, to a point, thence; S 20° 27' 30" E, by said Nazzaro land, a distance of 290.40 feet, more or less, to a point on the northerly line of said East Street, thence;

S 69° 32' 30" W along said East Street, a distance of 278.19 feet, more or less, to the point of beginning.

Said land is shown as Lot 1 and Lot "G" on a plan entitled "Parcels Decreed by Land Court Decision Case 264752 East Street Tewksbury, MA, dated August 30, 2006, recorded in Middlesex North district Registry of Deeds Plan Book 231 Plan 47.

Marc P. Ginsburg & Arnie Martel

Motion: Finance Committee deferred to the Planning Board

Planning Board recommended adoption

Moderator Rauseo brought to the attention of the Assembly a Scrivener's error relative to the shaded area shown on the map on page 38 of the warrant. Richard Cuoco presented a corrected map which coincided with the Legal Description shown in the text of the article. There were no objections.

Richard Forsythe motioned for Indefinite Postponement

Richard Cuoco motioned to move the question.

Robert Scarano concurred to move the question.

Vote: Scrivener's error was accepted	9:05 PM	5/4/11
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The motion to move the question was Adopted	9:24 PM	5/4/11
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Indefinite postponement did not prevail	9:25 PM	5/4/11
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1000 W. 10th St.

PROPOSED DEVELOPMENT

SHEET NO. 1

DATE: 10/1/77

### ARTICLE 30

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 82, Section 23, as amended, and other applicable statutes, to accept the laying out of particular Town ways by order of the Board of Selectman as follows: To accept the Roadway named Katie Way as shown on a Plan approved by the Tewksbury Board of Appeals for the subdivision known as "Roberts Reach"

Robert G. Scarano

Motion: Finance Committee recommended Indefinite Postponement

Proponent, Robert Scarano motioned to voluntarily withdraw the article

Vote: Article 30 was Withdrawn

9:27 PM

5/4/11

**Executive Summary:** This article requests the Town accept the Roadway known as "Katie Way", or do anything in relation there to.



## ARTICLE 31

To see if the Town will vote to enact Title 15, Chapter 15.16 of the Town of Tewksbury By-Laws, entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, including future editions, amendments or modifications thereto, a copy of which is on file with the Town Clerk, which by-law shall read as follows:

### Chapter 15.16 – STRETCH ENERGY CODE

#### Sections:

- 15.16.010 – Definitions
- 15.16.020 – Purpose
- 15.16.040 – Applicability
- 15.16.060 – Authority
- 15.16.080 – Stretch Code

#### 15.010 – Definitions

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three year cycle. Since July 1, 2010, the baseline energy conservation requirements of the MA State Building Code defaulted to the latest edition, the IECC 2009 with Massachusetts amendments as approved by the Board of Building Regulations and Standards.

Stretch Energy Code – Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115 AA of the 8th Edition Massachusetts Building Code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

#### 15.16.020 – Purpose

The purpose of 780 CMR 115 AA is to provide a more energy-efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

#### 15.16.040 – Applicability

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13, 34, 61, or 93, as applicable.

#### 15.16.060 – Authority

A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR may mandate adherence to this appendix.

780 CMR 115 AA may be adopted or rescinded by any municipality in the Commonwealth in the manner prescribed by law.

#### 15.16.080 – Stretch Code

The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115 AA, including any future editions, amendments or modifications, is herein incorporated by reference into the Town of Tewksbury Town Bylaws, Chapter 15.16.

The Stretch Code is enforceable by the Building Commissioner.

And further, that non-substantive changes to this by-law be permitted in order that it be in compliance with the numbering format of the Tewksbury Town By-Laws, or take any other action related thereto.

Tewksbury Green Committee

Motion: Finance Committee recommended adoption.

Anne Marie Stronach, motioned for the assembly to allow visitor Mr. Michael Berry, Energy Star consultant to speak on behalf of the article

Anne Marie Stronach motioned to move the question

Voted: The motion to allow Mr. Berry permission to address the assembly was accepted.

9:28 PM 5/4/11

The motion to move the question was Adopted

9:37 PM 5/4/11

Article 31 was Adopted

9:38 PM 5/4/11

**Executive Summary:** The Stretch Energy Code is one of five criteria that will allow Tewksbury to apply for Green Community Designation which provides access to grant funds for energy reduction and conservation projects in Tewksbury. The stretch energy code is an optional appendix to the Massachusetts building energy code that allows Cities and Towns to choose a more energy-efficient option. This option increases the efficiency requirements in any municipality that adopts it, for all new residential and many new commercial buildings, as well as an option for those residential additions and renovations that would normally trigger building code requirements.

### ARTICLE 32

To see if the Town will vote to amend the Tewksbury Town By-Laws, Chapter 15.12, "Demolition of Historic Buildings", as follows:

In section 15/12.030, Procedures:

Amend the first sentence of paragraph 3 from:

"The chairperson shall make an initial determination whether the subject of the application is a significant building."

To:

"The chairperson *or a designee of the Commission* shall make an initial determination whether the subject of the application is a significant building."

Amend the first sentence of paragraph 4 from:

"the chairman shall notify the Building Commissioner in writing within seven days of receipt of the copy of the application"

To

"the *chairperson* shall notify the Building Commissioner in writing within *fifteen (15)* days of receipt of the copy of the application"

Amend the second sentence of paragraph 4 from:

"After the expiration of ten (10) days from the date the chairperson received the copy of the application"

To:

"After the expiration of *fifteen (15)* days from the date the chairperson received the copy of the application"

To:

"After the expiration of *fifteen (15)* days from the date the chairperson received the copy of the application"

Amend the first sentence of paragraph 5 from:

"The Commission shall hold a hearing on an application for demolition of significant building within twenty-one (21) days of receipt of the copy of the application"

To:

"The Commission shall hold a hearing on an application for demolition of a significant building within *thirty (30)* days of receipt of the copy of the application"



Amend the first sentence of paragraph 8 from:

“...no demolition permit may be issued until ninety days after the date of the application for a demolition permit.”

To:

“... no demolition permit may be issued until *two hundred and seventy (270)* days after the date of the application for a demolition permit.”

Amend the first sentence of paragraph 10, subparagraph b) from:

The Commission is satisfied that for at least ninety days...

”

To:The Commission is satisfied that for at least *two hundred and seventy (270) days*...”

Or to take any other action thereto.

Tewksbury Historical Commission

Motion: Moderator Keith Rauseo wrote Article 32, and therefore stepped down as chair. John J. Kelley, Jr. presided over the debate of this article.

Mr. Kelley brought a Scrivener’s error to the attention of the Assembly: The first two lines on Page 43 of the warrant are printed twice. The second line should be removed.  
In the third paragraph of the Executive Summary the phrase “volunteer nation” should read “volunteer nature” There was no objection.

Finance Committee recommended adoption

Kevin Donnelly motioned for the Assembly to allow visitor James J. Gaffney, III, Chairman of the Historical Commission, permission to speak on behalf of the article.

Vote: The Scrivener’s error was accepted	9:39 PM	5/4/11
The motion to allow James Gaffney permission to address the assembly was accepted	9:40 PM	5/4/11
Article 32 was Adopted	9:50 PM	5/4/11

**Executive Summary:** This article seeks to amend Tewksbury’s Demolition Delay By-Law, which is administered by the Tewksbury Historical Commission to protect the Town’s historical properties and sites from demolition. The current By-law was enacted in 1995, and provides for a 90-day delay period for the Commission to work with the property owner to find alternatives to demolition. This article has two purposes. First, in administering the By-law over the past 15 years, the Commission has found the current procedural periods within the By-law to be too restrictive an difficult to meet given the volunteer nation of the Commission, the time required to coordinate member’s attendance at meetings, and the notice periods required by law and by newspapers to publish hearing and meeting notices. The changes proposed in this article will extend the procedural periods to more practical values:  
Second, the Commission has found that the current 90-day delay period does not provide for adequate time to develop alternatives to demolition, and is much shorter than the delay periods in other local By-laws throughout the state and local area. Only 10 percent of the communities with demolition delay By-laws use a delay By-laws use a delay period of 90 days or less, while 72 percent of communities use a delay period of between 180 and 360 day. With this article, the Commission seeks to increase the delay period to 270 days.

### ARTICLE 33

To see if the Town will accept the open space from the Ames Run cluster subdivision as identified below:

#### **QUITCLAIM DEED**

**AMES HILL DEVELOPMENT, LLC**, a Massachusetts limited liability company duly organized by law and having a usual place of business at 77 New York Road, Tewksbury,, Middlesex County, Massachusetts, for consideration paid and in full consideration of less than One Hundred and no/100 (\$100.00)

grants to **THE INHABITANTS OF THE TOWN OF TEWKSBURY**

with: quitclaim covenants

**Lot 358** as shown on a plan of land entitled "Land Court Subdivision Plan Lot 332 of L.C. Court Case 27170-16 (Map 51-Lot 7-2) Ames Run, North Street, Tewksbury, MA" dated October 20, 2005 prepared by Cuoco and Cormier Engineering Associates, Inc, being further described as Land Court Plan No. 27170-22.

**Lot 391** as shown on a plan of land entitled "Land Court Subdivision Plan Lot 332 of L.C. Court Case 27170-16 (Map 51-Lot 7-2) Ames Run, North Street, Tewksbury, MA" dated January 6, 2006 revised through May 30, 2006 prepared by Cuoco and Cormier Engineering Associates, Inc, being further described as Land Court Plan No. 27170-24.Said premises are conveyed subject to and with the benefit of the terms and provisions contained in an instrument entitled "DECLARATION OF RESTRICTIVE COVENANTS AND COMMON SCHEME RESTRICTIONS FOR AMES RUN, (Lots 357 to 387) TEWKSBURY, MASSACHUSETTS" dated October 27, 2005 and filed with said Registry District as Document No.235633 as same relates to the granted premises and referred to in said Document as "open space".

Said premises are conveyed subject to and with the benefit of the terms and provisions contained in an instrument entitled "DECLARATION OF RESTRICTIVE COVENANTS AND COMMON SCHEME RESTRICTIONS FOR AMES RUN, (Lots 391 to 413) TEWKSBURY, MASSACHUSETTS" dated August 29, 2006 and filed with said Registry District as Document No.240439 as same relates to the granted premises and referred to in said Document as "open space".

Said premises are also conveyed subject to and with the benefit of the easements shown on Land Court Plan No. 27170-22 and 27170-24 and such matter as are set forth on Certificate of Title No 36776 and its encumbrance sheet, in so far as same are in force and applicable.

For grantor's title see deed Certificate of Title No. 36776 recorded in Middlesex North Registry of Deeds – District of the Land Court in Registration Book 186, Page 351

Property Address: Lots 358 and 391, Off Ames Pond Drive, Tewksbury, MA

Or to take any other action thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 33 was Adopted

9:51 PM

5/4/11

**Executive Summary:** This open space was created by the 50 lot Ames Run Cluster Subdivision approved by the Tewksbury Planning Board on February 7, 2005. Transferred to the Town is acceptable method of open space protection under the Tewksbury Zoning Bylaw Section 7370.

Finance Committee Chairman, Kevin Donnelly motioned to Adjourn the 2011 Annual Town Meeting Sine Die, and this motion was Adopted.

9:52 PM

5/4/11

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK

# Special Town Meeting

## May 4, 2011

Tewksbury Memorial High School  
320 Pleasant Street

Moderator Keith Rauseo opened the May 4, 2011 Special Town Meeting at 7:00 PM, and called a 5 minute recess to allow those present at 7:00 PM to check in as voters. He reconvened at 7:07 PM.

Moderator Rauseo called upon Veteran's Agent Jim Williams to lead the assembly in The Pledge of Allegiance.

The Moderator designated the visitors section and reminded the voters to display their voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the inside cover of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate.

Board of Selectmen Chairman, Todd Johnson, made the following announcements:

The US Postal Service is collecting non-perishable food items on Saturday, May 14, 2011 to benefit the Tewksbury Community Food Pantry. Please leave any donations by your mailbox for pick up.

On Wednesday, May 4, 2011, there were 619 voters and 23 visitors in attendance.

Finance Committee Chairman, Kevin Donnelly motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

7:13 PM 5/4/11

Moderator Rauseo called a recess to the May 4, 2011 Special Town Meeting at 8:00 PM in order to re-open the May 2, 2011 Annual Town Meeting.

Moderator Rauseo re-opened the May 4, 2011 Special Town Meeting at 8:01 PM.

Finance Committee Chairman, Kevin Donnelly motioned to Adjourn the 2011 Special Town Meeting Sine Die, and this motion was Adopted.

8:58 PM 5/4/11

### ARTICLE 1

To see if the Town will vote to transfer the following sums or take any action related thereto:

FROM:		TO:	
Admin Serv Reg Salaries	\$ 17,229	Acctg Reg Salaries	\$ 2,249
Health Reg Salaries	\$ 41,802	Acctg Terminal Leave	\$ 6,285
Unclassified-Unemployment	\$ 26,000		
		Recreation Terminal Leave	\$22,826
Unclassified-Liability Ins	\$ 30,000	Recreation Perm PT Sal	\$ 2,111
Unclassified-Short-Term Int	\$ 5,000	Town Hall Non-Energy Utilities	\$ 5,560
Library-Reg Salaries	\$ 5,000	BOS-Legal Services	\$20,000
Solid Waste Legal Services	\$ 10,000	COA Rep & Maint	\$10,000
DPW Highway Reg Salary	\$ 33,000	Veterans Aid	\$65,000
		Cable TV Salaries	\$ 1,000
		Solid Waste	\$33,000
Total	\$ 168,031	Total	\$168,031

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 1 was Adopted

7:15 PM 5/4/11

Executive Summary: This article is a regular Special Town Meeting article where the Town transfers funds from accounts with a projected surplus to accounts with a projected deficit.

**ARTICLE 2**

To see if the Town will vote to approve the sum of \$8,347.86 to pay outstanding bills of previous fiscal years and that to raise this appropriation the Town will vote to transfer \$8,347.86 from Sewer Enterprise Fund Operating; or take any other related action.

Sewer Enterprise Fund-Operating		
Energy Utilities	National Grid	\$8,347.86

Town Manager  
Motion: Finance Committee recommended adoption

Vote: Article 2 was Adopted Yes 100/No 2 (9/10 needed) 7:16 PM 5/4/11

**Executive Summary:** According to Massachusetts General Law bills that are late must be approved by Town Meeting before payment. This article will authorize the bill to be paid and allow transfers to cover the amount.

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15 A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant on Wednesday, May 4, 2011.

**APPROPRIATION CERTIFICATE – SPECIAL TOWN MEETING**

**MAY 4, 2011**

<u>ARTICLE</u>		<u>TRANSFER</u>	
2	Prior Years Bills	\$8,347.86	from fy2011 sewer operating
<u>TRANSFER</u>		<u>\$8,347.86</u>	

ATTEST:  
  
DENISE GRAFFEO, TOWN CLERK



### ARTICLE 3

To see if the Town will vote to authorize the Board of Selectmen to submit a Home Rule Petition to the General Court of Massachusetts to enact a special act, notwithstanding any general or special law or by-law to the contrary, to effect the vote taken by the voters of the Town of Tewksbury at the election held on April 2, 2011, to exempt the Town from section 21C of chapter 59 of the General Laws the amounts required to pay for 50 per cent of the Town's debt service on all existing sewer bonds which were issued in order to construct the municipal sewer system and which were not previously exempted from the provisions of said section 21C, and said vote be ratified, validated and confirmed, notwithstanding any defect or omission in the election, and further providing that the General Court may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of the petition, or to take any other related action.

Town Manager

Motion: Finance Committee recommended adoption

Barbara Flanagan motioned for Indefinite Postponement

John Fairweather motioned to move the question

Vote: Indefinite Postponement did not prevail 8:42 PM 5/4/11

Article 3 was Adopted 8:49 PM 5/4/11

**Executive Summary:** This Article will allow legislation to be filed to exempt the Town from the provisions G.L. c. 59, § 21C (k) which would allow the Town to shift 50% of the sewer debt to the tax levy as approved at the April 2, 2011 Town election. Current statute only allows for the exemption of 100% of the debt or specific bond and does not provide communities an opportunity or flexibility to exempt a lower amount; this exemption to the legislation will allow the Town to do so.

### ARTICLE 4

To see if the Town will vote to amend Article 16 of the May 4, 2009 Annual Town Meeting to allow the bond authorization to include the installation of chemical feed lines running to and from the Water Treatment plant and the Water Intake Station along the Merrimack River; and other work repairing and replacing water works associated with the River Road Improvement project; or take any other related action.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 4 was Adopted Yes 5/No 1 (2/3 needed) 8:56 PM 5/4/11

**Executive Summary:** The original bond authorization approved on May 4, 2009 at the Annual Town Meeting under Article 16 was in the amount of \$520,000 and specified repairing and replacing water main and service pipe, valves and hydrants or other water works on River Road which in the opinion of the Town Engineer is found to be necessary during the construction phase of the River Road improvement project. The article as written would not allow chemical feed lines running to and from the Water Treatment plant and the Water Intake Station along the Merrimack River. Since that time it has been determined that new chemical feed lines are needed and funding would be available within this previously approved Article.

The water treatment plant uses three (3) 3/4 inch PVC chemical feed lines to transport treatment chemicals and in-process sampling water for quality monitoring between the plants intake station and the main facility (1400 feet). One line has failed and is no longer usable and there are no spares. Since these PVC lines have been in continuous use since 1988 (23 years), this failure is highly indicative that the condition of the remaining two PVC lines are in poor shape and have a high potential for failure. Application of the treatment chemicals at this point of the treatment process is critical to the proper operation of the plant. Installing six (6) new feed lines, will replace the original PVC chemical feed lines and also supply back-up's which should work well for many years. Replacing these lines while Merrimac Drive is being reconstructed through the River Road Improvement project is the most cost effective approach.

In addition, there are numerous lateral streets along the construction limits of the River Road Improvement project that may be found to have water main pipe and works in poor condition. This amendment would allow repairs and or replacement to be made at the time of excavation prior to the road's final paving.

## ARTICLE 5

To see if the Town will vote to accept the conveyance of the following parcel of land as open space as part of a definitive subdivision named Triple Lee Estates, Cluster, approved by the Tewksbury Planning Board on June 10, 1996:

### OPEN SPACE PARCEL KNOWN AS 0 VALE STREET

Description of a 9.33 acre parcel of land located in Tewksbury, Massachusetts, Middlesex County, shown as "Open Space", on a plan entitled "Triple Lee Estates Cluster Definitive—Plan," prepared for JDB Realty Trust c/o James Andella, prepared by Troy, Mede & Associates, 936 East street, Tewksbury, MA, dated March 27, 1996, approved June 10, 1996, Scale 1" = 40':

Said 9.33 acre parcel being more fully described as follows: Beginning at a point, located at the southeast corner of said parcel on Briana Lee Circle, heading northwest along curve 31.48' at which point the curve changes to a northerly direction for 107.27' to a point, at said point the direction changes to a northwesterly direction N36°37'10"W, 188.11' to a point; thence southwesterly 377.21' to an existing iron pipe; thence 85' on a course N36°35'17"W, 85' to a point; thence S53°24'43"W, 149.94' to a point; thence S36°32'13"E, 65.00' to a point; thence S68°09'34"W, 201.00' to a point; thence S12°54'41"E, 258.00' to a point; thence S76°21'18"E, 31.82' to a point; thence S65°05'47"E, 56.7' to a point; thence S54°27'59"E, 47.17' to a point; thence S50°36'08"E, 74.98' to a point; thence S75°52'43", 217.89', 217.89' to a point; thence N81°33'22"E, 362.21' to a point; thence N16°13'44"E, 834.18' to a point; thence N48°00'58"W, 244.77' to a point; thence N10°06'44"W, 53.24' to the point of beginning. Containing 406,436 square feet or 9.33 acres of land, more or less.

A copy of said plan is on file at the Office of the Town Clerk and the Department of Community Development.

Town Manager

Community Development Director

Motion: Finance Committee recommended Indefinite Postponement

Kevin Donnelly motioned to withdraw the article

Vote: Article 5 was Withdrawn

8:57 PM

5/4/11

**Executive Summary:** The purpose of this article is to accept the Open Space Parcel of land from the Triple Lee Estates Cluster Definitive Subdivision Plan as part of the Briana Lee Circle portion of the Subdivision.

Finance Committee Chairman, Kevin Donnelly motioned to Adjourn the May 4, 2011 Special Town Meeting Sine Die, and this motion was Adopted.

8:58 PM

5/4/11

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK

# Special Town Meeting

## October 4, 2011

Tewksbury Memorial High School  
320 Pleasant Street

Moderator Keith Rauseo opened the October 4, 2011 Special Town Meeting at 7:00 PM

Members of Boy Scout Troop 47 led the Assembly in The Pledge of Allegiance.

Moderator Rauseo welcomed Senator Barry Finegold and thanked him for his attendance.

The Moderator designated the visitors section and reminded any visitors to display their red ribbons. He also reminded the voters to display their light blue voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the inside cover of the Warrant. He pointed out the emergency exits, and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained the set up of microphones and informed the Assembly of speaking rules, and rules to make an amendment.

On Tuesday, October 4, 2011, there were 155 voters and 18 visitors in attendance.

Board of Selectmen Chairman, Todd Johnson made several announcements:

There will be a free child safety seat inspection and installation clinic sponsored by the Tewksbury Police Department on Sunday October 9<sup>th</sup> and Saturday, October 15<sup>th</sup> on the grounds of the DPW in the Community Pantry, 999 Whipple Road . The clinic is available to provide child safety seats to those in our community who are in need, or to inspect those that are already in possession of a safety seat.

On Thursday, October 13<sup>th</sup>, at 9:00 AM at the Senior Center, there will be a presentation of various programs available to people in financial need in our community. The program will be facilitated by Mr. Kelley, our Chief Assessor, Mr. Selissen, former Selectmen, and representatives from Community Teamwork, and S.H.I.N.E.

The Tewksbury Police Department, in conjunction with the Drug Enforcement Agency will hold the 2011 National Take Back Initiative collection of unused or unwanted prescription drugs on Saturday, Oct. 29<sup>th</sup> from 10 am to 2pm at our Tewksbury Police Department, 918 Main Street.

Finance Committee Chairman, Thomas Cooke motioned to Suspend the Reading of the Warrant Articles, and this motion was Adopted.

7:10 PM

10/4/11

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the October 4, 2011 Special Town Meeting Sine Die, and this motion was Adopted.

8:52 PM

10/4/11

### ARTICLE 1

To see if the Town will vote to transfer from the following fiscal year 2012 budgets to pay for the following outstanding bills from the previous year; or take any action relative thereto.

From Account:	Outstanding Bill:	
School - Operating	Ideas Unlimited Seminars, Inc.	\$199.99
School - Operating	X2 Development Corporation	\$800.00
School - Operating	Stanley Elevator Company, Inc.	\$358.95



Fire - Operating	Constellation Energy	\$234.54
Council On Aging - Operating	Constellation Energy	\$70.31
Recreational - Operating	National Grid	\$66.68
Selectmen - Operating	Power Graphics	\$325.92
	Total	<u>\$2,056.39</u>

Town Manager

Motion: Finance Committee recommended adoption noting changes to the Executive Summary. There were no objections to the changes to the Executive Summary.

Vote: Article 1 was Adopted Yes 84/No 0 Unanimous (9/10 required) 7:12 PM 10/4/11

**Executive Summary:** According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid to make payments for referenced late bills to be paid out of the FY 2012 department budgets. We wish to transfer a total of \$2,056.39 for the outstanding bills that are enumerated in the warrant.

## ARTICLE 2

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$242,318.16 in the Sewer Enterprise Fund to pay outstanding bills of a previous fiscal year; or take any action relative thereto.

Sewer – Operating	City of Lowell	\$242,318.16
	Total	<u>\$242,318.16</u>

Town Manager

Motion: Finance Committee recommended adoption as amended by the Town Manager

Town Manager, Richard Montuori motioned to amend the article.

Vote: Amendment was Adopted 7:14 PM 10/4/11  
Article 2 was Adopted as Amended Yes 81/No 0 Unanimous (9/10 required) 7:15 PM 10/4/11

**AMENDMENT:** Delete “or transfer”. Delete the phrase “available funds” and replace it with the phrase “sewer rates”

**ARTICLE 2 AS AMENDED:** To see if the Town will vote to raise and appropriate from sewer rates the sum of \$242,318.16 in the Sewer Enterprise Fund to pay outstanding bills of a previous fiscal year; or take any action relative thereto.

Sewer – Operating	City of Lowell	\$242,318.16
	Total	<u>\$242,318.16</u>

**Executive Summary:** According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid from Sewer Enterprise Fund to cover the amount owed to the City of Lowell for disposing and treating wastewater at their treatment plant.



### **ARTICLE 3**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$260,000 in Water Enterprise Fund to pay for the following; or take any action relative thereto.

A Final Judgment/Settlement in the Case of Dow v Town of Tewksbury	\$250,000
Munis Software Support	\$10,000
Total:	<u>\$260,000</u>

Town Manager

Motion: Finance Committee recommended adoption as amended by the Town Manager

Town Manager, Richard Montuori motioned to amend the article.

Vote: Amendment was Adopted	7:17 PM	10/4/11
Article 3 was Adopted as Amended	7:17 PM	10/4/11

**AMENDMENT:** Delete "or transfer". Delete the phrase "available funds" and replace it with the phrase "water rates"

**ARTICLE 3 AS AMENDED:** To see if the Town will vote to raise and appropriate from water rates the sum of \$260,000 in Water Enterprise Fund to pay for the following; or take any action relative thereto.

A Final Judgment/Settlement in the Case of Dow v Town of Tewksbury	\$250,000
Munis Software Support	\$10,000
Total:	<u>\$260,000</u>

**Executive Summary:** This article transfers funds from Water Enterprise Free Cash to pay for a final judgment/settlement in the case of G. Donaldson Construction, a Division of Hayward Baker, Inc. v. The Dow Company, Inc. and Western Surety Co., and The Dow Company, Inc. v. Town of Tewksbury which involved a construction claim for additional work during the construction of the Water Tank on Colonial Drive. This article also funds \$10,000 for Munis software support for water billing.

### **ARTICLE 4**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$170,000 for the following accounts; or take any action relative thereto.

Police Department Capital Outlay:	\$10,000
Fire Department Capital Outlay:	\$160,000

Town Manager

Motion: Finance Committee recommended adoption as amended by the Town Manager

Town Manager, Richard Montuori motioned to amend the article

Vote: Amendment was Adopted	7:19 PM	10/4/11
Article 4 was Adopted as Amended	7:20 PM	10/4/11

**AMENDMENT:** Delete the phrase "or transfer"

**ARTICLE 4 AS AMENDED:** To see if the Town will vote to raise and appropriate from available funds the sum of \$170,000 for the following accounts; or take any action relative thereto.

Police Department Capital Outlay: \$10,000

Fire Department Capital Outlay: \$160,000

**Executive Summary:** This article transfers previously approved funds to specific articles in order to account properly for the expenditures. The funds were previously approved from the Town's Stabilization Fund to the General Fund to be used to purchase new firearms for the Police Department to and a new ambulance for the Fire Department. The Funds should have been transferred to the accounts listed above instead of the General Fund.

#### ARTICLE 5

To see if the Town will vote to raise and appropriate \$1,200,000 and transfer to the Town Stabilization Fund; or take any action relative thereto.

Town Manager

Motion: Finance committee recommended adoption

Town Manager, Richard Montuori motioned to amend the article

Vote:	Amendment was Adopted	7:21 PM	10/4/11
	Article 5 was Adopted as Amended Yes 103/No 0 Unanimous (2/3 required)	7:27 PM	10/4/11

**AMENDMENT:** Strike the "2" in \$1,200,000, and replace it with a "3" changing the amount to \$1,300,000

**ARTICLE 5 AS AMENDED:** To see if the Town will vote to raise and appropriate \$1,300,000 and transfer to the Town Stabilization Fund; or take any action relative thereto.

**Executive Summary:** Since State Aid will be more than projected and with the adoption of the new meals tax and hotel/motel tax there is a projected General Fund surplus that this Article seeks approval to be set aside in the Stabilization Fund and used in the future emergencies or one time purchases.

#### ARTICLE 6

To see if the Town will vote to authorize the expenditure of \$28,455 from the Town's Insurance Recovery Account Greater than \$20,000 for the purchase of a Fire Department command vehicle; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote:	Article 6 was Adopted	7:28 PM	10/4/11
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**Executive Summary:** This article transfers funds received from an insurance claim to purchase a new vehicle within the Fire Department. The Command Vehicle for the Fire Department was in an accident that rendered the vehicle unsafe to drive. The insurance company paid the Town \$28,455 for replacement value but the funds are deposited in the Town's Insurance Recovery Account and needs Town meeting approval to spend. Since the vehicle is in need for public safety it was purchased from the Fire Budget with the hope of the funds being replenished from the insurance recovery account by Town meeting vote.

## ARTICLE 7

To see if the Town will vote to amend Article 4 of the May 2, 2011 Annual Town Meeting, the General Fund Budget and to raise and appropriate an additional \$1,502,340 for FY2012 General Fund Maturing debt and \$1,918,400 for FY2012 General Fund Interest-Maturing and adjust the FY2012 General Fund Budget as follows: or take any action thereto.

Current FY2012 Maturing Debt	-	\$831,080
Amended FY2012 Maturing Debt	-	\$2,333,420
Current FY2012 Interest - Maturing Debt	-	\$237,935
Amended FY2012 Interest -Maturing Debt	-	\$2,156,335
Current FY2012 General Fund Budget Total	-	\$78,195,312
Amended FY2012 General Fund Budget Total	-	\$81,616,052

Town Manager

Motion: Moderator Rauseo brought to the attention of the Assembly three Scrivener's errors printed in the Warrant. (1) The period in \$831,080 should be a comma \$831,080 (2) \$2,233,420 should be \$2,333,420 (3) The period in \$78,195,312 should be a comma \$78,195,312. There were no objections.

Finance Committee recommended Adoption

Vote: The Scrivener's error was accepted 7:30 PM 10/4/11

Article 7 was Adopted 7:30 PM 10/4/11

**Executive Summary:** Since the Town voted to shift 50% of the sewer debt from the Sewer Enterprise Fund to the tax levy as exempt debt the FY2012 General Fund Budget needs to be amended to increase Maturing Debt and Interest – Maturing Debt. The article increases the maturing debt and interest-maturing debt by the amount stated above and also increases the total General Fund Budget voted at Town Meeting to reflect the change.

## ARTICLE 8

To see if the Town will vote to amend Article 9 of the May 2, 2011 Annual Town Meeting, Sewer Enterprise Fund Budget, to reduce FY2012 Sewer Enterprise Fund Debt by \$3,420,740 and adjust the FY2012 Sewer Enterprise Fund Budget as follows; or take any action relative thereto.

Current FY2012 Sewer Debt	-	\$7,137,571
Amended FY2012 Sewer Debt	-	\$3,716,831
Current FY2012 Sewer Enterprise Total	-	\$9,374,511
Amended FY2012 Sewer Enterprise Total	-	\$5,953,771

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 8 was Adopted 7:31 PM 10/4/11

**Executive Summary:** Since the Town voted to shift 50% of the sewer debt from the Sewer Enterprise Fund to the tax levy as exempt debt the FY2012 Sewer Enterprise Fund Budget needs to be amended to decrease Debt. The article decreases the sewer debt also decreases the total Sewer Enterprise Fund Budget voted at Town Meeting to reflect the change.

## ARTICLE 9

To see if the Town will vote to rescind the following authorizations to borrow funds from previously approved Town Meeting Articles; or take any action relative thereto.

Middlesex Retirement System Early Retirement Annual Town Meeting, May 2009, Article #17 \$5,000,000.00 Originally Authorized	\$5,000,000.00
Water System Improvement Annual Town Meeting, May 2005, Article #10 \$767,000.00 Originally Authorized	\$445.00
Bicycle Path Special Town Meeting, October 1997, Article #9 \$30,000.00 Originally Authorized	\$30,000.00
Senior Center Expansion Special Town Meeting, May 2007 Article #8 \$350,000.00 Originally Authorized	\$350,000.00
Michael Street Special Town Meeting, May 2004 Article #12 \$61,000.00 Originally Authorized	\$61,000.00
Total	<u>\$5,441,445.00</u>

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 9 was Adopted

7:33 PM

10/4/11

**Executive Summary:** The Article seeks Town approval to rescind previously authorized but unissued debt. There is no need for these authorizations to be maintained since the projects are either complete or the authorization is no longer needed.



Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee:  
Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the  
Special Town Meeting, convened by proper warrant on Tuesday, October 4, 2011

# APPROPRIATION CERTIFICATE – SPECIAL TOWN MEETING

OCTOBER 4, 2011

ARTICLE	RAISE & APPROP.	OTHER AVAILABLE FUNDS	WATER ENTER.	SEWER ENTER.	BORROWING AUTHORIZATION (OTHER)
1 FY 11 Outstanding Bills - Depts.		-2,056.39			From FY12 Budget
		2,056.39			To FY11 Budget
2 FY 11 Outstanding Bills -Sewer				242,318.16	Sewer Ent
3 Court Judgement - Water			250,000.00		Water Ent
3 Munis Support - Water			10,000.00		Water Ent
4 Police/Fire Outlay					170,000 Memo Only To Clarify Art 8 ATM
5 Stabilization Fund	1,300,000.00				
6 Fire Dept Outlay		28,455.00			Insurance Recovery Acct
7 Maturing Debt	1,502,340.00				Sewer Debt to Tax Rate
7 Interest, Maturing Debt	1,918,400.00				Sewer Debt to Tax Rate
8 Sewer Debt				-3,420,740.00	Sewer Debt from Sewer Rate
9 Reduce Capital Borrowing					-5,441,455.00

<b>Raise &amp; Appropriate</b>	<b>\$4,720,740.00</b>
<b>Other Available Funds</b>	<b>\$28,455.00</b>
<b>Water Enterprise Fund Appropriations</b>	<b>\$260,000.00</b>
<b>Sewer Enterprise Fund Appropriations</b>	<b>(\$3,178,421.90)</b>
<b>Total Borrow</b>	<b>(\$5,441,445.00)</b>

ATTEST:

DENISE GRAFFEO, TOWN CLERK

## ARTICLE 10

To see if the Town will vote to approve a Certified Project Application submitted by Thermo Fisher Scientific for facilities located within the Thermo Fisher Scientific, 2 Radcliff Road Economic Opportunity Area (EOA) in Tewksbury, Massachusetts and more specifically described on Assessors Map 52 Parcel 5. Said approval will provide local and state tax relief to promote economic development in accordance with M.G.L. Chapter 23A, Sections 3A-3H. In addition, the Project Certification confirms:

A) The project, as proposed, is consistent with and can reasonably be expected to benefit significantly from inclusion as a Certified Project.

B) The project, as described in the Project Certification Application, will increase employment opportunities for the residents of Tewksbury by allowing for continued growth and expansion of facilities in the Economic Opportunity Area.

C) The Town requests that this project be designated as a certified project for a term of not less than five (5) years or more than twenty (20) years duration; or take any action relative thereto.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 10 was Adopted 7:41 PM 10/4/11

**Executive Summary:** This article requests the Town approve Thermo Fisher Scientific as a Certified Project and allow a Tax Increment Finance Plan for them since they are locating within the Town's Economic Target Area.

## ARTICLE 11

To see if the Town will vote to authorize the Board of Selectmen to request the State Legislature to amend the Town's Special Act Charter by deleting the position of Town Clerk under Section 15(i) and inserting the position of Town Clerk in Section 13 as an appointment of the Town Manager; or take any action relative thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to amend the article.

Scott Wilson motioned to move the question on the amendment

Maureen Castiglione motioned for Indefinite Postponement

Anne Marie Stronach motioned for Adoption

John J. Kelley, Jr. motioned to move the question

Vote: The motion to move the question on the amendment was Adopted 8:02 PM 10/4/11

Amendment was Adopted 8:08 PM 10/4/11

The motion to move the question was Adopted 8:23 PM 10/4/11

Indefinite Postponement did not prevail 8:27 PM 10/4/11

Article 11 was Adopted as Amended 8:30 PM 10/4/11

**AMENDMENT:** Delete Article 11 in its entirety, and substitute in lieu thereof, the following new Article 11.

**ARTICLE 11 AS AMENDED:** To see if the Town will vote to authorize the Board of Selectmen to request the State Legislature to amend the Town's Special Act Charter by deleting the position of Town Clerk under Section 15 (i) and inserting in said Charter a new Section 13 C. to read as follows, or take any other action relative thereto:

The town clerk shall be appointed by the town manager. Notwithstanding any provision in the charter to the contrary, the town manager may remove, suspend or discipline the town clerk only for just cause; provided, however, the town clerk shall be given

written notice at least fourteen days prior to the date of removal, which shall specify the reasons for such removal. The town clerk shall thereafter upon written request be granted a public hearing held by the board of selectmen who shall, by a majority, vote either to confirm such removal or to reinstate the town clerk.

Said written request for a public hearing shall be made to the board of selectmen or through its office on or before the said date of removal. Said vote of the board of selectmen shall occur no later than seven days after the public hearing. If, after a written request for a public hearing, said hearing or said vote is not held as provided herein, the removed person shall be reinstated with full pay and benefits retroactive to the date of removal.

The town clerk serving as an elected officer of the town at the time of the effective date of this amendment to the charter by the State Legislature shall continue to serve until the first Saturday in April 2014 and as of said date the town clerk shall no longer be an elected position and thereafter the town clerk shall be appointed by the town manager in accordance with the provisions of this charter.

**Executive Summary:** The Article seeks Town approval to petition the State Legislature amend the Town Charter change the position of Town Clerk from being elected to being an appointment by the Town Manager.

### **ARTICLE 12**

To see if the Town will vote to release the existing sanitary sewer easement as described on a parcel of land located in Tewksbury, Massachusetts, Middlesex County, shown on a plan entitled "Proposed Easement Plan Of Land", prepared for The Hanover Company, prepared by Tetra Tech Rizzo, dated April 20, 2010, and authorize the Town Manager to take any action relative thereto.

Town Manager  
Community Development Director

Motion: Finance Committee recommended adoption

Vote: Article 12 was Adopted Yes 34/No 0 Unanimous (2/3 required) 8:32 PM 10/4/11

**Executive Summary:** The purpose of this article is to authorize the release of an existing sewer easement at the Lodge at Ames Pond. A new access and utility easement was accepted by the October 5, 2010 Special Town Meeting making this existing sanitary sewer easement obsolete.

### **ARTICLE 13**

To see if the Town will vote to authorize the School Committee to grant an easement to Massachusetts Electric Company and its successor's and assigns for the purpose of placing and maintaining utility lines with the necessary appurtenances which would provide natural gas or electricity in, on and over a certain parcel of land to service the new High School owned by the Town and described below:

320 Pleasant Street, Tewksbury, Massachusetts  
Parcel of land shown on Map 46, block 32. Recorded Deed 1399, Page 511 at the Middlesex North District Registry of Deeds, Lowell Massachusetts.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 13 was Adopted Yes 35/No 0 Unanimous (2/3 required) 8:33 PM 10/4/11

**Executive Summary:** This article requests the Town authorize an easement for Massachusetts Electric Company to bring utility lines to the new High School or act in relation thereto.



## ARTICLE 14

To see if the Town will vote to authorize the School Committee to grant an easement to Verizon New England Inc. (Formerly known as New England Telephone & Telegraph) and its successor's and assigns for the purpose of placing and maintaining one (1) pole and underground cables, wires and conduit with the necessary appurtenances which would provide for the transmission of telecommunications and intelligence in, on and over a certain parcel of land to service the new High School owned by the Town and described below:

320 Pleasant Street, Tewksbury, Massachusetts

Parcel of land shown on Map 46, block 32. Recorded Deed 1399, Page 511 at the Middlesex North District Registry of Deeds, Lowell Massachusetts.

Town Manager

Motion: Finance Committee recommended adoption

Vote: Article 14 was Adopted                      Yes 36/No 0 Unanimous (2/3 required)                      8:34 PM                      10/4/11

**Executive Summary:** This article requests the Town authorize an easement for Verizon New England Inc. to bring utility lines to the new High School or act in relation thereto.

## ARTICLE 15

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 82, Section 23, as amended, and other applicable statutes, to accept the laying out of particular town ways by order of the Board of Selectmen as follows:

TOWN OF TEWKSBURY

BY ORDER OF THE BOARD OF SELECTMEN

ROADWAY LAYOUT

**CATAMOUNT ROAD, TEWKSBURY MA**

A certain parcel of land situated in Tewksbury, Middlesex County, Massachusetts and shown as Catamount Road on a plan entitled, "Street Acceptance Plan, Catamount Road, Ames Run, North St. and Catamount Rd, Tewksbury, MA for Ames Hill Development, LLC, 1880 Main Street, Tewksbury, MA 01876, dated July 14, 2011, Cuoco & Cormier Engineering Associates, Inc." and being more particularly bounded and described as follows:

Beginning at stone bound located on the northeasterly sideline of Catamount Road at the end of the existing said Catamount Road, thence; N 36°50'30" W a distance of 36.39 feet more or less to a stone bound, thence; northwesterly by a curve to the left having a radius of 225.00 feet more or less, a length of 157.05 feet more or less to a stone bound, thence; N 76°49'59" W a distance of 110.45 feet more or less to a stone bound, thence; northwesterly by a curve to the right having a radius of 175.00 feet more or less, a length of 132.31 feet more or less to a stone bound, thence; N 33°30'53" W a distance of 713.75 feet more or less to a stone bound, thence; northerly by a curve to the right having a radius of 25.00 feet more or less, a length of 23.55 feet more or less to a stone bound, thence; northerly, northwesterly, southwesterly, and southeasterly by a curve to the left having a radius of 60.00 feet more or less, a length of 301.53 feet more or less to a stone bound, thence; southeasterly by a curve to the right having a radius of 25.00 feet more or less, a length of 23.55 feet more or less to a stone bound, thence; S 33°30'53"E a distance of 713.75 feet more or less to a stone bound, thence; southeasterly by a curve to the left having a radius of 225.00 feet more or less, a length of 170.12 feet more or less to a stone bound, thence; S76°49'59" E a distance of 110.45 feet more or less to a stone bound, thence; southeasterly by a curve to the right having a radius of 175.00 feet more or less a length of 122.15 feet more or less to a stone bound, thence; S 36°50'30" E a distance of 37.89 feet more or less to a stone bound at the end of the existing said Catamount Road, thence; N 47°21'30" E along said existing Catamount Road, a distance of 14.90 feet more or less to a stone bound, thence; N 53°09'30" E along said existing Catamount Road a distance of 35.18 feet more or less to the stone bound at the point of beginning.

The above description contains 69,475 square feet and is further shown as Catamount Road on Street Acceptance Plan, Tewksbury, MA, prepared for Ames Hill Development, LLC dated July 14, 2011, scale: 1"=50', prepared by Cuoco & Cormier Engineering Associates, to be recorded at the Middlesex Registry of Deeds.

The layout plan is filed at the Office of the Town Clerk and Community Development; and said plan is referred to for more particular description and to authorize the said Board of Selectmen to take by eminent domain, an easement, or in fee, or take any other action relative thereto.

Planning Board



Motion: Finance Committee deferred to the Planning Board

Planning Board recommended adoption

Vote: Article 15 was Adopted Yes 31/No 0 Unanimous (2/3 required) 8:36 PM 10/4/11

**Executive Summary:** The purpose of this article is to accept the new section of Catamount Road as a public way (Town street).

### **ARTICLE 16**

To see if the Town will vote to accept certain parcels of land situate in Tewksbury, Middlesex County, Massachusetts, being shown as Open Space Parcel "A", Open Space Parcel "B", Open Space Parcel "C", Parcel "D" and Parcel "E" on a plan of land entitled "Definitive Lot Layout Plan 'Jennie's Woods' Tewksbury, Massachusetts" dated April 25, 1997, prepared by Dana F. Perkins, Inc., recorded with Middlesex North Registry of Deeds, Book of Plans 197, Plan 105, said parcel deeds located at the Middlesex North Registry of Deeds, Book 22940, Page 149 and more particularly described as follows, or take any other action relative thereto:

#### **Open Space Parcels A, B, D, E:**

Beginning on the easterly side of South Street at the western corner of the subject parcel and the northwest corner of the lot now or formerly owned by Anthony M. & Regina B. Tammaro;

Thence by the South Street right-of-way, N 28°16'52" E, one hundred forty feet (140.00') to a point; Thence S 61°43'08" E, one hundred forty-five feet (145.00') to a point; Thence N 28°16'52" E, two hundred ninety-five feet (295.00') to a point on the southwesterly side of Fieldstone Circle; Thence by the Fieldstone Circle right-of-way, S 61°43'08" E, twenty-three and eighty-nine hundredths feet (23.89') to a point; Thence S 28°16'52" W, one hundred fifty-two and forty-seven hundredths feet (152.47') to a point; Thence S 43°57'39" E, sixty-four and fifty-six hundredths feet (64.56') to a point; Thence S 68°25'33" E, two hundred twenty-nine and thirty-eight hundredths feet (229.38') to a point; Thence N 72°06'08" E, one hundred fifty-six and sixty-seven hundredths feet (156.67') to a point; Thence N 58°51'14" E, one hundred fifty-four and ninety-nine hundredths feet (154.99') to a point; Thence N 32°56'41" E, one hundred forty-six and forty six hundredths feet (146.46') to a point; Thence N 59°31'32" W, one hundred eighty-one and thirty-one hundredths feet (181.31') to a point on the southeasterly side of Fieldstone Circle; Thence by the Fieldstone Circle right-of-way, N 27°52'34" E, thirty and eighty-two hundredths feet (30.82') to a point; Thence S 72°21'29" E, one hundred eighty-nine and forty-two hundredths feet (189.42') to a point; Thence N 33°22'36" E, one hundred forty-two and ninety-one hundredths feet (142.91') to a point; Thence N 16°03'37" W, sixty-one and forty-one hundredths feet (61.41') to a point on the Tewksbury / Andover Town line; Thence S 50°20'25" E, along the Tewksbury / Andover Town line twelve hundred ninety-six and sixty-three hundredths feet (1296.63') to Interstate Route 93; Thence by the Interstate 93 right-of-way, S 12°34'08" E, two hundred forty-nine and seventy hundredths feet (249.70') to a point; Thence S 65°38'51" W, two hundred thirty-seven and twenty-seven hundredths feet (237.27') to a point; Thence N 12°47'42" W, five hundred eight and sixty-eight hundredths feet (508.68') to a point; Thence N 62°31'26" W, five hundred eighty and seventy-three hundredths feet (580.73') to a point; Thence S 62°34'48" W, five hundred fourteen and seventy-four hundredths feet (514.74') to a point; Thence S 31°15'48" W, seventy-four and sixty-nine hundredths feet (74.69') to a point; Thence S 13°16'09" W, ninety-three and four hundredths feet (93.04') to a point; Thence S 72°35'15" E, one hundred eighty-six and twenty-two hundredths feet (186.22') to a point on the westerly side of Jennie's Way; Thence by the Jennie's Way right-of-way, along a curve to the left with a radius of one hundred eighty-five feet (R=185.00'), twenty-nine and twenty hundredths feet (L=29.20') to a point; Thence N 80°36'22" W, one hundred eighty-two and seventeen hundredths feet (182.17') to a point; Thence N 53°24'17" W, one hundred fifty-nine and ninety-two hundredths feet (159.92') to a point; Thence S 36°40'02" W, one hundred thirty-five and seventy-seven hundredths feet (135.77') to a point on the northeasterly side of Jennie's Way; Thence by the Jennie's Way right-of-way, N 48°28'07" W, one hundred eighty-one and seventy-nine hundredths feet (181.79') to a point; Thence by said right-of-way, along a curve to the left with a radius of one hundred seventy-five feet (R=175.00'), one hundred two and sixty-five hundredths feet (L=102.65') to a point; Thence by said right-of-way, N 82°04'48" W, one hundred sixty-one and twenty-three hundredths feet (161.23') to a point; Thence N 28°16'34" E, ninety-one and twenty-three hundredths feet (91.23') to a point; Thence N 61°43'08" W, one hundred forty-five feet (145.00') to the point of beginning.

The lot contains 13.06 acres and is shown as open space parcels A, B, D and E on said plan.

#### **Open Space Parcel C:**

Beginning at the northwest corner of Lot 29 and the northeastern corner of the subject parcel, on the southerly side of Jennie's Way as shown on a plan recorded in the Middlesex North Registry of Deeds in plan book 197 plan 105; Thence S 27°22'40" W, one hundred ninety-two and sixty-six hundredths feet (192.66') to a point; Thence S 69°39'56" E, two hundred eighty-four and forty-five hundredths feet (284.45') to a point; Thence S 60°19'10" W, six hundred twenty-seven and twenty-nine hundredths feet (627.29') to a stone bound found; Thence N 45°52'37" W, one hundred forty-one and forty-six hundredths feet (141.46') to a point; Thence N 07°55'12" E, five hundred eighty-seven and eighty-nine hundredths feet (587.89') to a point; Thence by the Jamie's Way right-of-way, S 82°13'52" E, two hundred thirty-four and ninety-one hundredths feet (234.91') to a point; Thence by said right-of-way, along a curve to the right with a radius of one hundred ninety-feet (R=190.00'), sixty-six and thirty-two hundredths feet (L=66.32') to a point; Thence by said right-of-way, S 62°13'59" E, one hundred three and seventy-six hundredths feet (103.76') to the point of beginning.

The lot contains 5.62 acres and is shown as open space parcel C on said plan.

Town Manager  
Community Development Director

Motion: Town Manager, Richard Montuori motioned to withdraw the article

Vote: Article 16 was Withdrawn

8:38 PM

10/4/11

**Executive Summary:** The purpose of this Article is to accept from Edith D. Perkins, Individually, and Frank J. Orlando and Gerald M. Davis, Trustees of Perkins Development Trust, u/d/t dated November 5, 1991 and recorded with Middlesex North Registry of Deeds at Book 5802, Page 58, as amended at Book 9762, Page 234, five open space parcels of land located off of South Street in Tewksbury, Massachusetts all as shown as Parcels A, B, C, D & E on the Jennie's Woods Definitive Subdivision Plan. Town Meeting accepted the street on May 7, 2002.

#### ARTICLE 17

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 82, Section 23, as amended, and other applicable statutes, to accept the laying out of particular town ways by order of the Board of Selectmen as follows:

TOWN OF TEWKSBURY

BY ORDER OF THE BOARD OF SELECTMEN

ROADWAY LAYOUT

**MAC DRIVE, TEWKSBURY MA**

A certain parcel of land situated in Tewksbury, Middlesex County, Massachusetts and shown as Mac Drive on a plan entitled, "Street Acceptance Plan, Map 33/Lot 34, Mac Drive, Tewksbury, MA for Jacqueline McCarthy, 184 Marshall Street, Tewksbury, MA 01876 Scale: 1"=30', Date: June 29, 2011, Cuoco & Cormier Engineering Associates, Inc." to be recorded herewith at the Middlesex North Registry of Deeds and described as follows:

Beginning at stone bound located on the southerly sideline of Marshall Street, said stone bound marking the point of curvature of Mac Drive thence; northeasterly along the southerly sideline of said Marshall Street by a curve to the left having a radius of 424.18 feet, a length of 62.16 feet more or less to a point which marks the intersection of the northerly sideline of said Mac Drive with the southerly sideline of said Marshall Street, thence; S 71°42'00" E along said Mac Drive a distance of 118.03 feet more or less to a stone bound, thence; S 18°18'00" W, a distance of 6.00 feet more or less to a stone bound, said bound marking the beginning of the 40 foot right of way width of said Mac Drive, thence; southeasterly along said Mac Drive by a curve to the right having a radius of 170.00 feet, a length of 189.26 feet more or less to a stone bound, thence; S 07°54'47" E along said Mac Drive a distance of 8.84 feet more or less to a stone bound, thence; southeasterly by a curve to the left having a radius of 25.00 feet more or less, a length of 24.33 feet more or less to a stone bound, thence; southeasterly, southwesterly, northwesterly and northeasterly by a curve to the right having a radius of 55.00 feet more or less, a length of 279.86 feet more or less to a stone bound, thence; northerly by a curve to the left having a radius of 25.00 feet more or less, a length of 24.33 feet more or less to a stone bound, thence; N 07°54'47" W a distance of 8.84 feet more or less to a stone bound, thence; northwesterly by a curve to the left having a radius of 130.00 feet, a length of 144.73 feet more or less to a stone bound, thence; N 71°42'00" W a distance of 117.69 feet more or less to a stone bound, thence; westerly by a curve to the left having a radius of 21.00 feet, a length of 24.88 feet more or less to the point of beginning. The above description contains 22,865 square feet.

The layout plan is filed at the Office of the Town Clerk and Community Development; and said plan is referred to for more particular description and to authorize the said Board of Selectmen to take by eminent domain, an easement, or in fee, or take any other action relative thereto.

Planning Board



Motion: Finance Committee deferred to the Planning Board

Planning Board recommended adoption

Vote: Article 17 was Adopted Yes 26/No 0 Unanimous (2/3 required) 8:39 PM 10/4/11

**Executive Summary:** The purpose of this article is to accept Mac Drive as a public way (town street).

### ARTICLE 18

To see if the voters of the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaws by replacing the existing Zoning Bylaw, Section 8500. Highway Corridor Overlay District Bylaw with the following revised existing Bylaw as shown, with DELETIONS denoted in strike-through format and ADDITIONS denoted in underline format.

#### **8500. HIGHWAY CORRIDOR OVERLAY DISTRICT**

**8501. Purpose.** The purpose of the Highway Corridor Overlay District (hereinafter referred to as the HCOD District) is:

- (a) To promote and facilitate a development proposal ~~for a Regional Retail Shopping Center~~ that will be accessible only via an interstate highway without any connection to a public or private way within the Town of Tewksbury other than the Ring Road;
- (b) to facilitate integrated physical design and to encourage interaction among activities located within the HCOD;
- (c) to establish controls which will facilitate development while protecting the public interest by setting regulations which limit the aggregate amount of development within the HCOD and set other district wide requirements while permitting flexible development scale and configuration on individual lots within the HCOD.

**8502. Definitions.** The following definitions shall apply in the HCOD:

- (a) **Accessory Uses and Structures:** Uses and structures incidental and subordinate to the principal use ~~of a Regional Retail Shopping Center~~, including the following:

Water tank to facilitate fire protection and domestic supply.

Garage for automotive storage.

- iii. Transformer station, substation, gas regulator station, or pumping station and related utility uses designed primarily to serve development within the District.

- (b) **Frontage:** In the HCOD ~~for the development of a Regional Retail Shopping Center~~, frontage shall be computed without regard to the individual lots that may be created and shall be computed as if all adjacent lots constitute a single parcel. Such frontage shall be on (a) any internal site drive of any length (including a ring road); or (b) a public way which the Town Clerk certifies is maintained and used as a public way, or (c) a way shown on a plan heretofore approved and endorsed in accordance with the subdivision control law. Frontage shall be measured in a single, continuous, uninterrupted line along a street or streets. Notwithstanding any contrary provision in this Bylaw, vehicular access to an individual lot on the combined development area ~~of the Regional Retail Shopping Center~~ need not be obtained exclusively through the legal frontage of the individual lot.

- (c) **Gross Leasable Area (GLA):** Gross leasable area is the total floor area designed for tenant occupancy and exclusive use (including but not limited to basements, kitchens, restrooms, storage rooms, private corridors, stairways, areas devoted to kiosks or pushcarts, mezzanines and upper floors), expressed in square feet and measured from the centerline of interior walls or other interior tenant partitions and from outside wall faces. GLA does not include public or common areas; i.e., public restrooms, corridors, stairwells, elevators, lobbies or mall areas, nor does it include mechanical rooms, equipment and/or machine rooms or mechanical chases.

- (d) **Library:** A facility for the storage of books, films, manuscripts, videos, records and similar materials whose purpose is to allow free public use of said materials.

- (e) **Museum:** A use which entails the display of educational, scientific, or historic and similar materials open to the public, and nonprofit in its operation.

(f) ~~Regional Retail Shopping Center:~~ A group of retail, service and/or consumer oriented establishments the maintenance of which is under common management and having at least 500,000 square feet of gross leasable area, but not more than 805,000 square feet of gross leasable area, and 1.2 million square feet of gross building area. The Regional Retail Shopping Center shall be located in a single structure (excluding accessory parking structures and other accessory structures) and may be on single or multiple contiguous lots within the HCOD.

(f) **Ring Road:** A private or public way encircling the development area ~~Regional Retail Shopping Center~~, with public access ways connecting thereto.

**8503. Overlay District.** The HCOD is an overlay district superimposed on all underlying zoning districts. All uses permitted by right or by special permit in the pertinent underlying zoning district shall be similarly permitted in the HCOD subject to the provisions of this Section. Where the HCOD authorizes uses not otherwise allowed in the underlying district, the provisions of the HCOD shall control.

**8504. Location.** The HCOD shall be defined as those portions of the Town of Tewksbury located on the Westerly Side of Interstate Route 93 and shown on Tewksbury Assessor's Map 109 Lots 76, Map 114 Lot 1 and 2 and Map 115 Lot 1 and 2, being further described as follows:

Beginning at the southeast corner of the premises on the westerly sideline of Interstate Route 93 at the intersection of the Town line dividing the Towns of Tewksbury and Wilmington, thence; Southwesterly by said Town line to land of now or formerly Anthony Rocco, John and Jan Cave being shown as Lot 69 on Tewksbury Assessor's Map 109, said land being the discontinued Salem and Lowell Railroad, thence; Northwesterly said Lot 69 to the southwest corner of land of now or formerly John and Jan Cave, being shown as Lot 75 on Tewksbury Assessor's Map 109, thence; Northeasterly and Northerly by said Cave's land to a point on the southerly line of other land of now or formerly John and Jan Cave, being shown as Lot 58 Tewksbury Assessor's Map 109, thence Northeasterly by said Cave's land to a stone bound at the northeast corner of said Lot 58, thence; Northeasterly by the northerly line of said Perkins land and the southerly line of the subdivision know as Jennie's Way, along Lots 26,24,23,22,21 and 20 on Tewksbury Assessor's Map 115 and Lot 13 on Tewksbury Assessor's Map 116, to a point on the westerly line of said Route 93, said point being the northeast corner of land of now or formerly Bror and Sonya Berg, thence; Southerly by said Route 93 to the point of beginning.

**8505. Concept Plan.** Prior to the application for approval of any special permit ~~for a Regional Retail Shopping Center~~, (hereinafter HC-SP), a preliminary plan called for purposes of this Section 8500 a "Concept Plan", shall be filed for review with the Planning Board. The submitted Plan shall be consistent with the provisions of this HCOD and shall include: (a) a preliminary site development plan (signed by a registered architect or other pertinent design/engineering professional) showing the location and footprint(s) of all proposed buildings, changes in grading and topography, parking, landscaping, roads, walkways and access ways, open space, and wetlands; (b) a preliminary utilities plan showing the proposed location and types of water, wastewater and stormwater facilities, including hydrants; (c) a preliminary lighting plan; (d) a preliminary sign plan; and, (e) preliminary subdivision plan(s), if applicable. The Planning Board may solicit public comment on the Concept Plan. Any comments of the Planning Board on the Concept Plan shall be advisory in nature only and shall be without binding effect on either the Planning Board or the Applicant.

**8506. Time Limit.** ~~Until such time as a special permit (HC-SP) is issued for a Regional Retail Shopping Center, the restrictions of the underlying zoning shall solely govern the use and development of the property comprising the HCOD. At the time of the issuance of a certificate of use and occupancy for the Regional Retail Shopping Center, the underlying zoning shall no longer be applicable in the HCOD. If no such special permit is issued, however, within eight (8) years after the date of enactment of this by-law by Town Meeting, or, in the alternative, whichever is sooner, if that certain Development Agreement dated as of May 4, 2004 between the Town and Mills Corporation (a copy of which is available for inspection in the office of the Town Clerk) is terminated and written notice thereof is provided to the Town Clerk, the provisions of this HCOD by-law shall expire, and, in such event, the underlying zoning in effect on the date of adoption of this bylaw shall govern the use of the property described in Section 8504.~~

**8506. Reserved.**

**8507. Special Permit Required.** ~~The d Development of a Regional Retail Shopping Mall~~ within the HCOD shall require the issuance of a Highway Corridor Special Permit (HC-SP) by the Planning Board. An application for a HC-SP shall be on a form provided by the Planning Board and shall be submitted in accordance with the rules and regulations of the Planning Board for an HC-SP.

**8508. Dimensional Requirements.** ~~For a Regional Retail Shopping Center to~~ To be eligible to apply for a HC-SP, the following dimensional requirements shall apply in lieu of any other contrary dimensional requirements contained in this By-Law, subject to



the Planning Board in their sole and absolute discretion finding that waivers of the following, Section 8508, (a) through (f), provide substantial benefit to the overall proposal.

(a) **Minimum Area.** The parcel or set of contiguous parcels ~~containing the Regional Retail Shopping Center~~ for which the HC-SP is requested shall not be less than eighty (80) acres prior to any dedication of any portion of said parcel or set of contiguous parcels for purposes of, by way of example only, public or private ways, and common or open space areas. All of said eighty (80) acre parcel shall be located exclusively in the Town of Tewksbury and shall be comprised of the HCOD in its entirety.

(b) **Maximum Lot Coverage.** The total lot coverage by structures and impervious surfaces shall not exceed fifty-five (55%) percent of the HCOD in its entirety.

(c) **Minimum Frontage.** The minimum frontage shall be 150 feet for the contiguous combined area ~~of the Regional Retail Shopping Center.~~

(d) **Building and Parking Setbacks.** ~~The principal structures containing the Regional Retail Shopping Center~~ and all associated parking shall be placed within the Ring Road. No accessory use or structure shall be located within 50 feet of any boundary of the HCOD.

(e) **Maximum Building Height.** No building shall exceed more than two (2) stories and sixty (60) feet in height above grade plane; provided, however, that forty percent (40%) of the building may be three (3) stories and eighty (80) feet in height above grade plane. Greater height may be allowed by a separate special permit. Fill shall be limited in depth to the minimum amount required to comply with the Stormwater Management Policy of the Commonwealth's Department of Environmental Protection (DEP). This definition excludes penthouses, bulkheads and other allowable super-structures above the roof line.

(f) **Maximum Building Coverage.** The maximum building coverage of any legal subdivided lot within the HCOD Project shall be permitted to have up to a maximum building coverage of one hundred (100%) percent provided that the maximum lot coverage for the project is not exceeded. For purposes of this Section 8500, land use principally dedicated for a coordinated, ~~integrated retail use such as a Regional Retail Shopping Center,~~ shall be deemed to be one lot for density regulation and parking purposes notwithstanding that legal ownership in the land is divided, by lease, in fee or otherwise, among two or more owners.

**8508.1 Use Regulations.** ~~Within a Regional Retail Shopping Center, The uses available shall be as set forth in the HCOD Table of Uses Available in a Regional Retail Shopping Center, which follows Section 8516 (HCOD Table). There shall be no restriction on combining different categories of use as of right within a Regional Retail Shopping Center other than those imposed by the State Building Code or other federal, state or local regulations. Retenancing within the Regional Retail Shopping Center shall be allowed as of right, where such retenancing complies with such HCOD Table, or by special permit where allowed in compliance with such HCOD Table.~~

**8509. Parking and Loading Standards.** The following parking and loading standards shall apply in the HCOD:

(a) **Location.** All parking shall be provided within the Ring Road.

(b) **Minimum Parking Ratio.** Parking spaces shall be provided at the rate of not less than 4.8 parking spaces per one thousand (1,000) square feet of gross leasable area (GLA).

(c) **Minimum Parking Dimensions.** Standard parking spaces shall be nine (9.0') feet wide by eighteen (18') feet deep.

(d) **No Backing.** Parking and loading areas shall not require vehicles to back onto an access way or the Ring Road.

(e) **Screening.** All loading areas and parking areas for ten (10) or more cars shall provide screening in accordance with Section 5000.

**8510. Performance Standards.** ~~The development of a Regional Retail Shopping Center~~ in the HCOD shall comply with the following performance standards:

(a) **Sidewalks.** Concrete sidewalks are required within the HCOD where necessary for safe pedestrian access and circulation. There shall be a marked pedestrian aisle at each entrance to the building served by the parking lot. Sidewalks must be constructed in accordance with the Planning Board's Subdivision Rules and Regulations and in accordance with the regulations of the Massachusetts Architectural Access Board.

(b) **Landscape Buffer Area.** Whenever required by the Planning Board pursuant to the provisions of Section 5400 and this Section 8510, a landscaped buffer area shall consist of natural and intact vegetation or a landscaped strip and may include fences, walls or berms, which shall serve to provide an effective year round visual screening at the time of installation.

The following additional requirements shall pertain to all landscape buffer areas located in the HCOD:

Driveways or other private ways necessary for access and egress to and from the tract for emergency access purposes may cross such buffer areas.

No vegetation in a buffer area will be disturbed, destroyed or removed, except for construction of and/or normal maintenance of structures and landscapes approved as part of the project.

The Planning Board may waive the buffer requirement of Section 5400 when it determines that a smaller buffer (or no buffer) will suffice to accomplish the objectives set forth herein.

iv. A landscape buffer area may be used for passive recreation; it may contain pedestrian, bike or equestrian trails, provided such use does not reduce the effectiveness of the buffer area as year round visual screen. No other uses are permitted in landscape buffer areas.

v. Wastewater and stormwater management systems serving the HCOD District may be located within the landscape buffer areas.

vi. All plant materials required by this Section and Section 5400 shall be maintained in a healthful condition. Dead limbs refuse and debris shall be promptly removed. Dead plantings shall be replaced with new live plantings at the earliest appropriate season. Bark mulch and non-plant ground surface materials shall be maintained so as to control weed growth.

(c) **Outdoor Lighting.** The key to effective lighting design and outdoor lighting codes is to define the lighting equipment and design criteria that minimize the causes of sky glow, light trespass and glare while providing a comfortable, visually effective, energy efficient and safe / secure outdoor environment. Therefore, outdoor lighting fixtures utilized for lighting parking areas, sidewalks, roadways (except as herein provided), buildings and structures, and recreation and landscape areas shall be designed to improve safety, and to minimize glare and light trespass. All outdoor lighting fixtures except those with an initial output less than 5,000 lumens shall be Semi-Cutoff, Cutoff or Full Cutoff (as defined by the Illuminating Engineering Society of North America's (IESNA) standards to the maximum allowed under the Massachusetts Energy Code) and shall be installed and maintained in such a manner as to be horizontal to the ground so that the cutoff characteristics of the fixture are maintained. Beyond the cutoff requirements set forth herein, all light fixtures shall be located, aimed or shielded so as to minimize light trespass and glare across property boundaries.

No outdoor lighting shall be installed to exceed the maximum maintained luminance levels as recommended by the IESNA for the designated activity. When no maximum level is defined by IESNA, no lighting shall be installed to exceed 400% of the minimum maintained luminance levels as recommended by the Illuminating Engineering Society of North America (IESNA) for the designated activity so as to obtain a uniform luminance level ratio of 4:5. Spacing of poles shall be designed such that the luminance on the ground is uniform to the greatest extent practicable.

The lighting of building facades is allowed and Cutoff fixtures as defined by the IESNA are not required so long as shielded and directional fixtures are used. Fixtures must be installed and aimed so as to minimize glare, sky glow and light trespass.

The following are exempt from the provisions hereof:

The lighting of flags - Cutoff fixtures as defined by the IESNA are not required so long as shielded and directional fixtures are used. Fixtures must be installed and aimed so as to minimize glare, sky glow and light trespass.

Emergency lighting, used by police, firefighting, or medical personnel, or at their direction for as long as the emergency exists.

Temporary lighting, such as that used at construction sites or other uses of a temporary nature. However temporary lighting shall be aimed so as to minimize glare and light trespass to adjacent properties and turned off upon the completion of the project.

iv. Lighting for Town, State or Federal roadways.

Light pole and all fixture types shall not exceed forty-five (45') feet in height above the average grade around the structure.

Waivers from these provisions may be granted by the Planning Board upon documentation that meeting specific provisions hereof would result in an unsafe condition, impede normal operations or inflict undue financial hardship.

(d) **Reduced Lighting Levels.** Lighting levels shall be reduced to security levels within one (1) hour after the close of business or the end of the business activity. Sufficient security lighting shall be permitted at all times.

(e) **Solid Waste Storage.** Any accessory receptacle or structure with holding capacity of at least one hundred (100) cubic feet for temporary storage of solid or liquid waste materials, including garbage, rubbish, junk, discarded bulk items and similar waste



items shall be screened from all adjacent premises and streets from which it would otherwise be visible in accordance with this By-Law.

(f) **Street Width.** The Ring Road shall have a paved surface width of not less than thirty (30') feet and a minimum travel way width of twenty-eight (28') feet. Berming or curbing shall be provided in accordance with the standards of the Planning Board's Subdivision Rules and Regulations.

(g) **Stormwater Management.** Stormwater management facilities shall comply with the Stormwater Management Policy of the DEP and the standards of the Planning Board's Subdivision Rules and Regulations.

(h) **Emergency / Public Safety Access.** Access to the HCOD site locus from any abutting public or private way, other than the access or Ring Road, so-called, or by means of such other access way not normally open to vehicular traffic, shall be permitted only for the express purpose of allowing emergency and or public safety vehicular access to the HCOD, notwithstanding the underlying zoning district within which such way is located. Such access shall be subject to the reasonable satisfaction of the Tewksbury Fire Department and the Tewksbury Police Department.

**8511. Signs.** This By-Law is adopted for the regulation and restriction of billboards, signs and other advertising devices within the Town on public ways or on private property within public view of a public way, public park or reservation in order to protect and enhance the visual environment of the Town and the safety, convenience and welfare of its residents.

(a) **Permit Required.** No sign shall be erected, refaced or enlarged until a permit is issued by the Sign Officer, except as otherwise provided herein. An application for a permit shall be made on forms furnished by the Sign Officer containing such information, including photographs, plans and scale drawings, as he/she may require. Such permit shall be issued only if the Sign Officer determines that the sign complies or will comply with all applicable provisions of this By-Law. A schedule of fees for such permits may be determined from time to time by the Board of Selectmen.

(b) **Sign Officer.** The Building Commissioner is hereby designated as the Sign Officer and is hereby charged with the enforcement of this By-Law. The Sign Officer and his duly authorized agents shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises on which any sign is erected or maintained in order to inspect said sign.

(c) **Exemptions.** The provisions of this section shall not apply to:

Temporary signs;

Building numbers;

Public utility identification markings;

iv. Signs or markers required or erected by local, state or federal government;

v. Directional signs not exceeding 150 square feet;

vi. Directional markers not exceeding four (4) square feet, such as arrows or entrance and exit markings;

vii. Any sign limited solely to directing traffic or providing direction or setting out restrictions on the use of parking areas, or designating loading areas, and not exceeding four (4) square feet in area per face.

(d) **Standards.** All signs shall conform to the following standards.

**Movement.** No sign shall contain any moving, flashing or animated lights or visible moving parts. A sign consisting solely of indicators of time and/or temperature or of an automatically changing message shall be permitted only upon the issuance of a special permit by the Planning Board.

**Illumination.** No sign shall be illuminated between the hours of 1 A.M. and 6 A.M. unless, in the case of an accessory sign, the premises on which it is located are open for business. Signs may be illuminated only by the following means:

By a white steady stationary light of reasonable intensity shielded and directed solely at the sign.

By an interior light of reasonable intensity or by neon gas-filled tubes.

3. Neon lights are prohibited on free-standing signs.

(e) **Electrically Operated Sign.** No sign permit shall be issued for an electrically operated sign until the local wiring inspector has issued a permit therefore. Such permit shall be issued only if the proposed sign complies with all requirements and recommendations of the National Electrical Code and Massachusetts Electric Code.

(f) **Color.** No sign shall contain red or green lights if such colors would, in the opinion of the Police Chief, constitute a safety hazard.

(g) **Tethered / Floating Devices.** Tethered floating or inflated devices of any kind, and banners are prohibited where intended to serve as a sign.

(h) **Accessory Signs.** Accessory signs which are permitted in the Business, Commercial and Industrial Districts may be permitted in the HCOD.

**Attached Signs.** Attached signs may be erected if firmly affixed to the building. The sign shall not project beyond the face of any other wall of the building or above the highest point of the eave. The sign shall not project more than twelve (12) inches from the face of the wall to which it is attached.

The height of each wall mounted ~~Anchor Store Building~~ Sign shall not exceed six (6') feet in height and 350 square feet of sign area. The aggregate length of all such ~~Anchor Store Building~~ Signs shall not exceed in the aggregate seventy-five (75%) percent of the length of the ~~store~~-wall.

~~ii. If a store has a direct entrance in a wall other than the store front, there may be secondary Anchor Store Building Signs affixed to such wall not to exceed six (6') feet in height and 350 square feet of sign area, and the aggregate length of all such Anchor Store Signs shall not exceed fifty (50%) percent of the maximum permissible length of the signs on the store front.~~

~~iii.ii~~ One attached wall mounted entry sign per building entrance not to exceed a maximum height of six (6') feet in height and 300 square feet of sign area.

(j) **Standing signs.** Standing signs may not be erected within fifteen (15) feet of any street lot line or ten (10) feet of any side lot line. Standing signs are limited to the height set forth below to be measured from the nearest pavement grade to the top of the sign structure. Standing signs may be double faced; however, the permitted area will be measured on one side only.

One (1) free standing Reader Board sign not greater than twenty-five (25) feet in height and not to exceed two (200) square feet of sign area per face.

ii. (ii) One (1) free standing sign at each entrance, but not more than three (3) such signs. Each such sign shall be not greater than sixty (60) feet in height, and may be a maximum of two (200) hundred square feet per face.

(k) **Awnings.** Awnings used as signs shall not project more than thirty-six (36) inches from the face of the wall to which it is attached. The signage on the awning must comply with the size requirements of this Section.

(l) **Special Signs.** Signs painted or placed on the inside of the glass of a window shall be permitted, provided that the aggregate area of such sign does not exceed 30 percent of the area of the window glass.

(m) **Temporary Signs.** Temporary signs which comply with these By-Laws shall be permitted (other than a temporary sign placed in a window).

Temporary signs which do not comply with these By-Laws may be authorized by a special permit by the Board of Selectmen for private, nonprofit charitable organizations.

**8512. Landscaping, Screening and Buffer Requirements.** All landscaping, screening and buffer requirements that are requirements in the Commercial (COM) District pursuant to the provisions of Section 5400, Landscaping, Screening and Buffer Requirements, shall also apply in the HCOD District and shall be in addition to those requirements set forth herein under Section 8510(b).

**8513. Special Permit Decision.** The Planning Board may approve, approve with conditions, or deny an application for a HC-SP, ~~where the Regional Retail Shopping Center complies in compliance~~ with the dimensional requirements, parking and loading requirements, and performance standards set forth herein, and after consideration of the criteria set forth in Section 9490 and the following:



- (a) ~~Impact of the Regional Retail Shopping Center~~ on the environment (land and water resources, air quality), public utilities, and traffic safety;
- (b) ~~Impact of the Regional Retail Shopping Center~~ on the economy of the Town, including employment opportunities, contributions to tax base and impact on property values;
- (c) ~~Impact of the Regional Retail Shopping Center~~ on neighborhood character.

**8514. Special Permit Conditions.** It shall be, ~~at the discretion of the Planning Board,~~ a condition of any HC-SP that the applicant shall comply with the commitments ~~made by the developer~~ to the Town contained in that certain Development Agreement dated as of May 4, 2004 between the Town and Mills Corporation (a copy of which is available for inspection in the office of the Town Clerk). In addition to the conditions of said Development Agreement, where the Planning Board grants a HC-SP with conditions, the Board may impose additional reasonable conditions, safeguards and limitations on time and use, including, but not limited to, those set forth in Section 9491 and the following:

- (a) If circumstances so warrant, to impose conditions regarding hours of operation, delivery times, and lighting schedule;
- (b) Approved Special Permits and Site Plans shall be recorded in the North Middlesex Registry of Deeds prior to the issuance of any building permits or the start of any construction on site;
- (c) The Planning Board, or its representative, shall have the authority to make inspections during the construction process. All drainage installed on the site shall be inspected and approved by the Planning Board's Consulting Engineers. In the event that the developer does not comply with conditions set forth in the HC-SP, said Special Permit may be modified or revoked after a public hearing held by the Planning Board. The owner of the property shall be responsible for the maintenance and upkeep of the on-site drainage system;
- (d) All development within the approved site shall be conducted in accordance with plans approved by the decision of the Planning Board and with all statutes, laws, rules, and regulations of the Commonwealth of Massachusetts and the Town of Tewksbury.
- (e) If circumstances so warrant, to impose conditions of compliance with recommendations of the Planning Board with regard to ingress and egress to the site locus for emergency and/or safety vehicle purposes.
- (f) If circumstances so warrant, to require continued monitoring of off-site impacts to traffic safety and the environment in site locations immediately abutting the site locus of the HCOD development;
- (g) If circumstances so warrant, to require additional plantings within the site upon review of the as-built plan and after an on-site inspection. The developer shall be required to add more plantings if desired by the Planning Board. This condition, if imposed, must be satisfied prior to any formal release issued by the Planning Board.
- (h) If circumstances so warrant, to require that the property owner shall be responsible for maintenance of the building and landscape area surrounding and abutting any building on site.

**8515. Relation to Other Requirements.** The submittals and special permit of this section shall be in addition to any other requirements of the Subdivision Control Law to the extent that the site or any portion thereof is approved as a subdivision thereunder.

**8516. Inapplicability of Certain Other Regulations.** Where this Section 8500-8516 specifies some standard or makes some other requirement contrary to a requirement elsewhere in this Zoning Bylaw, the provisions of this Section 8500-8516, as may be amended from time to time, shall prevail.

<b>TABLE OF USES AVAILABLE IN <u>THE HCOD REGIONAL RETAIL SHOPPING CENTER USES</u></b>		
<b>A.</b>	<b>RESIDENTIAL USES</b>	
1.	Single-family dwelling	N
2.	Two-Family dwelling	N
3.	Multi-family dwelling	N
4.	Multi-family dwelling/55	N
5.	Community Development Project	N

6.	Cluster Development	N
<b>B.</b>	<b>EXEMPT AND INSTITUTIONAL USES</b>	
1.	Use of land or structures for religious purposes	Y
2.	Use of land or structures for educational purposes on land owned or leased by the Commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation	Y
3.	Child care facility in existing building	Y
4.	Child care facility in new building	Y
5.	Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five (5) acres in area	Y
6.	Facilities for the sale of produce, and wine and dairy products on exempt agricultural sites	Y
7.	Cemeteries, private	N
8.	Municipal parks and playgrounds	Y
9.	Other municipal facilities	Y
10.	Essential services	Y
11.	Water towers and reservoirs	Y
12.	Hospital	N
<b>C.</b>	<b>COMMERCIAL USES</b>	
1.	Nonexempt farm stand for wholesale or retail sale of products	N
2.	Nonexempt educational use	N
3.	Nonexempt agricultural use	N
4.	Animal clinic or hospital; kennel	N
5.	Personal service establishment	Y
6.	Funeral home	N
7.	Hotel/motel	N
8.	Bed and Breakfast	N
9.	Retail food or drug store	Y
10.	Retail sale of alcoholic beverages	Y
11.	Retail sales not elsewhere set forth	Y
12.	Motor vehicle, motorcycle, trailer, snowmobile, or boat sales and rental	N
13.	Motor vehicle light service; Motor vehicle general and body repair	N
14.	Car wash	N
15.	Garage for automotive storage	Y
16.	Limousine, taxicab or livery business	N
17.	Automotive stereo systems installations	PB
18.	Restaurant	Y
19.	Restaurant, fast- food or drive-through	Y
20.	Business or professional office	Y
21.	Freestanding ATM or kiosk for public use	N
22.	Adult day care	N
23.	Indoor commercial recreation; provided, however, that such use shall not exceed 30% of the GLA without authorization by a separate special permit of the Planning Board	Y
24.	Outdoor commercial recreation	PB
25.	Membership club, civic, social, professional or fraternal organization	N
26.	Adult use establishment	N
27.	Wireless Communications Facility	N
28.	Airport, airfield or airstrip	N
29.	Mobile parked food service	N
30.	Itinerant roadside vending	N
31.	Massage parlor	N
32.	Major Commercial Project	NOT APPLI CABL E
33.	Massage Therapy (Licensed)	N

34.	Garaging or parking of one light commercial vehicle. (Accessory use only)	Y
35.	Garaging or parking of two light commercial vehicles. (Accessory use only)	Y
36.	Garaging or parking of three or more light commercial uses (Accessory use only)	Y
37.	Garaging or parking of one heavy commercial (Accessory use only)	Y
38.	Garaging or parking of two or more heavy commercial vehicles (Accessory use only)	Y
39.	Drive-through facility	PB
40.	Casino, gambling facility	N
<b>D.</b>	<b>INDUSTRIAL USES</b>	
1.	Removal of loam, sand or gravel	N
2.	Research laboratories, manufacture of equipment, electronics industry, assembling of electrical appliances	N
3.	Welding shop	N
4.	Machine shop	N
5.	Stone or monument works	N
6.	Ceramic products manufactured by electrical kilns	N
7.	Manufacturing	N
8.	Manufacturing, Light	N
8.	Sale of products at retail manufactured on the premises	N
9.	Wholesale, warehouse, self-storage mini-warehouse, or distribution facility	N
10.	Farm supply warehouse	N
11.	Heating fuel storage and sales	N
12.	Contractor's yard or landscaping business	N
13.	Junkyard or automobile salvage yard	N
14.	Transportation or freight terminal	N
15.	Truck stop	N
16.	Steel Fabrication	N

Planning Board

Motion: Finance Committee deferred to the Planning Board

Planning Board recommended adoption

Vote: Article 18 was Adopted Yes 43/No 0 Unanimous (2/3 required) 8:42 PM 10/4/11

**Executive Summary:** The adoption of this Article will achieve the goals as set forth by the Planning Board, establishing zoning by laws that strike a balance between protecting the town's, the neighborhood's and the landowner's interests and encouraging desired development that can be reasonably implemented based on marketability and economic viability.

In keeping with these goals, the Planning Board recommends the following changes to the HCOD by-law, as denoted in the Article:

Delete the Sunset clause, 8506. The timing and future construction of the I-93 ramp will not happen before the May 2012 expiration date of the sunset clause as established in the by-law.

Removing the Sunset clause continues the protections contained in the original bylaw, such as; accessibility to the site only via the Interstate except for emergencies and the allowed Table of Uses. This provides the continued economic development potential of the property, other than allowed by the underlying zoning - Residential, R40.

Delete the overlay zoning language requiring that future development be limited to a retail mall.

Future development plans by the current owner do not include a retail mall and a retail mall may not be the best and highest use of the land. Other viable uses, which are allowed in the existing HCOD bylaw, can be applied to this area which will allow for marketability and sustainable economic growth. The Planning Board will propose further definition and establish criteria at a future time, if needed.

Retain the Planning Board's discretion on conditions specified in the original retail mall development agreement to protect the town's interest in future proposed developments and carry forward the original spirit and intent of the development agreement as approved by Town Meeting.



## ARTICLE 19

To see if the Town will vote to replace the existing Town Bylaw, Chapter 19 Stormwater Management & Erosion Control with the following revisions shown on the existing Bylaw with DELETIONS denoted in strike-through format and ADDITIONS denoted in underline format:

### Chapter 19

#### Stormwater Management & Erosion Control

Sections:

19.010	Purpose
19.020	Definitions
19.030	Authority
19.040	Applicability
19.041	Regulated Activities
19.042	Exempt Activities
19.043	Activities Allowed to Request Exemption
19.050	Administration
19.060	Permits and Procedures
19.070	Fees
19.080	Surety
19.090	Waivers
19.100	<u>Inspections</u> <del>Enforcement</del>
<u>19.110</u>	<u>Enforcement</u>
<u>19.120</u>	<u>Stormwater Management Plan</u>
<u>19.130</u>	<u>Operation and Maintenance Plans</u>
<del>19.140</del>	<del>Severability</del>
19.010	Purpose

A. Increased volumes of stormwater, contaminated stormwater runoff from impervious surfaces, and soil erosion and sedimentation are major causes of:  
impairment of water quality and decreased flow in lakes, ponds, streams, rivers, wetlands and groundwater;  
decreased flow in lakes, ponds, streams, rivers, wetlands and groundwater;  
contamination of drinking water supplies;  
erosion of stream channels;  
alteration or destruction of aquatic and wildlife habitat;  
flooding; and,  
overloading or clogging of municipal catch basins and storm drainage systems; and  
flooding and erosion on abutting properties.

The United States Environmental Protection Agency has identified sedimentation from land disturbance activities and polluted stormwater runoff from land development and redevelopment as major sources of water pollution, impacting drinking water supplies, natural habitats, and recreational resources. Regulation of activities that result in the disturbance of land and the creation of stormwater runoff is necessary for the protection of the Town of Tewksbury water bodies and groundwater resources, to safeguard the health, safety, and welfare of the general public and protect the natural resources of the Town.

In addition, this bylaw establishes stormwater management standards for the final conditions that result from development and redevelopment projects to minimize adverse impacts offsite and downstream which would be borne by abutters, townspeople and the general public.

B. The objectives of this Bylaw are to:  
protect water resources;  
require practices that eliminate soil erosion and sedimentation;  
control the volume and rate of stormwater runoff resulting from land disturbance activities in order to minimize potential impacts of flooding;  
require practices to manage and treat stormwater runoff generated from new development and redevelopment;  
protect groundwater and surface water from degradation or depletion;  
promote infiltration and the recharge of groundwater;  
prevent pollutants from entering the municipal storm drain system;  
prevent flooding and erosion to abutting properties;



ensure that soil erosion and sedimentation control measures and stormwater runoff management practices are incorporated into the site planning and design process and are implemented and maintained;  
ensure adequate long-term operation and maintenance of stormwater best management practices so that they work as designed;  
require practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction sites that may cause adverse impacts to water quality;  
comply with state and federal statutes and regulations relating to stormwater discharges; and  
establish the Town of Tewksbury legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring and enforcement.

## 19.020 Definitions

**ABUTTER:** The owner(s) of land abutting the land disturbance site.

**AGRICULTURE:** The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (M.G.L. c. 131 § 40) and its implementing regulations (310 CMR 10.00).

**ALTERATION OF DRAINAGE CHARACTERISTICS:** Any activity on an area of land that changes the water quality, or the force, quantity, direction, timing or location of runoff flowing from the area. Such changes include: change from distributed runoff to confined, discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area.

**APPLICANT:** Shall be the owner of record of all of the land shown on any plan submitted for approval to the Planning Board in accordance with the Stormwater Management Bylaw and Regulations, any person or persons acting on behalf of the applicant for purposes of preparing and submitting plans and documents to the Planning Board, and may include engineers, surveyors, contractors or attorneys, and may also include any person or persons having an equitable interest in the land under an agreement or option to purchase the land. The owner shall certify in writing the identity of each applicant who is authorized to submit plans and/or documents and act on behalf of the owner. Without such certification an applicant shall not act on behalf of the owner. The applicant shall submit the title reference or references from the Middlesex County Registry of Deeds indicating the owner of record. All applications shall include original signatures of all owners.

**AUTHORIZED ENFORCEMENT AGENCY:** The Planning Board and its employees or agents who will be in charge of enforcing the requirements of this bylaw.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**THE BOARD – Town of Tewksbury Planning Board.**

**CONSTRUCTION AND WASTE MATERIALS:** Excess or discarded building or construction site materials that may adversely impact water quality, including but not limited to concrete truck washout, chemicals, litter and sanitary waste.

**CLEARING:** Any activity that removes the vegetative surface cover. Clearing activities generally include grubbing activity as defined below.

**DEVELOPMENT:** The modification of land to accommodate a new use or expansion of use, usually involving construction.

**DISTURBANCE OF LAND:** Any action, including clearing and grubbing, that causes a change in the position, location, or arrangement of soil, sand, rock, gravel, or similar earth material.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**EROSION AND SEDIMENTATION CONTROL PLAN:** A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a public land surveyor (PLS), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

**GRADING:** Changing the level or shape of the ground surface.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and roof tops. Impervious surface also includes soils, gravel driveways, and similar surfaces with a runoff coefficient (Rational Method) greater than 85.

**LAND-DISTURBING ACTIVITY or LAND DISTURBANCE:** Any activity, including clearing and grubbing, that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**LAND-DISTURBANCE PERMIT:** A permit issued by the Planning Board .

**LOT:** An area or parcel of land or any part thereof, in common ownership, designated on a plan filed with the Town of Tewksbury by its owner or owners as a separate lot.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY:** The Policy issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act MGL c. 131 s. 40 and the Massachusetts Clean Waters Act MGL c. 21, ss. 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

**MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swales, brooks, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Tewksbury.

**OPERATION AND MAINTENANCE PLAN:** A plan developed by a Massachusetts licensed professional engineer (PE) describing the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**OUTFALL:** The point at which stormwater flows out from a discernible, confined point source or discrete conveyance into waters of the Commonwealth.

**OUTSTANDING RESOURCE WATERS (ORWs):** Waters designated by Massachusetts Department of Environmental Protection as ORWs. These waters have exceptional sociologic, recreational, ecological and/or aesthetic values and are subject to more stringent requirements under both the Massachusetts Water Quality Standards (314 CMR 4.00) and the Massachusetts Stormwater Management Standards. ORWs include vernal pools certified by the Natural Heritage Program of the Massachusetts Department of Fisheries and Wildlife and Environmental Law Enforcement, all Class A designated public water supplies with their bordering vegetated wetlands, and other waters specifically designated.

**OWNER:** Shall be the owner of record of all the land shown on any plan submitted. The owner shall submit the title reference or references from the Middlesex County Registry of Deeds indicating the owner of record.

**PERMITTEE:** The person who holds a land disturbance permit and therefore bears the responsibilities and enjoys the privileges conferred thereby.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POINT SOURCE:** Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

**PRE-CONSTRUCTION:** All activity in preparation for construction.

**PRIVATE STORM DRAIN SYSTEM or PRIVATE SEPARATE STORM SEWER SYSTEM:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system that is not owned and maintained by the Town.

**REDEVELOPMENT:** Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.



RESPONSIBLE PARTIES: owner(s), persons with financial responsibility, and persons with operational responsibility.

RUNOFF: Rainfall, snowmelt, or irrigation water flowing over the ground surface.

SEDIMENT: Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

SEDIMENTATION: The process or act of deposition of sediment.

SITE: Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

SLOPE: The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

SOIL: Earth materials including duff, humic materials, sand, rock and gravel.

STABILIZATION: The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

STORMWATER: Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PLAN: A document containing narrative, drawings and details prepared by a qualified professional engineer (PE) or a professional public land surveyor (PLS), which includes structural and non-structural best management practices to manage and treat stormwater runoff generated from regulated development activity. A stormwater management plan also includes an Operation and Maintenance Plan describing the maintenance requirements for structural best management practices.

STRIP: Any activity which removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

TSS: Total Suspended Solids. Material, including but not limited to trash, debris, soils, sediment and sand suspended in stormwater runoff.

WATERCOURSE: A natural or man-made channel through which water flows, including a river, brook, or stream.

WETLAND RESOURCE AREA: Areas specified in the Massachusetts Wetlands Protection Act M.G.L. c. 131, s.40 and in the Town of Tewksbury Wetland Protection By-law.

#### 19.030 Authority

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

#### 19.040 Applicability

No person may undertake a construction activity, including clearing, grading and excavation that results in a land disturbance that will disturb equal to or greater than one half acre of land or will disturb less than one acre of land but is part of a larger common plan of development that will ultimately disturb equal to or greater than one acre of land draining to the Town of Tewksbury's municipal separate storm sewer system without a permit from the Planning Board. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity or the original purpose of the site.

Except as permitted below or as otherwise provided in this Bylaw, no person shall perform any activity that results in disturbance or clearing of land without a land disturbance permit.

#### 19.041 Regulated Activities.

A. For minor land disturbance, defined as the disturbance of five hundred (500) cubic yards or more of material or clearing activity which disturbs an area of 20,000 square feet or more and less than 40,000 square feet within any twelve (12) month period, the activity shall be allowed only under a Land Disturbance Permit issued by the Planning Board. Said permit shall be considered an administrative action by the Planning Board and no public hearing shall be required. The Department of Community Development shall be the administrator of a minor land disturbance permit.

B. Regulated activities by the Planning Board shall include, but not be limited to:

Land disturbance of 40,000 square feet or more of land, associated with construction or reconstruction of structures, Development or redevelopment involving multiple separate activities in discontinuous locations or on different schedules if the activities are part of a larger common plan of development that all together disturbs 40,000 square feet or more of land, Paving or other change in surface material over an area of 40,000 square feet or more causing a significant reduction of permeability or increase in runoff, Construction of a new drainage system or alteration of an existing drainage system or conveyance serving a drainage area of more than 40,000 square feet, Any other activity altering the surface of an area exceeding 40,000 square feet that will, or may, result in increased stormwater runoff flowing from the property into a public way or the municipal storm drain system, OR Land disturbance where there is a 15% or greater slope and where the land disturbance is greater than or equal to 200 square feet within the sloped area.

C. Minimum performance standards for regulated activities:

Erosion control structures will be located no closer than 15 feet from an abutting property line and will be designed so as not to create point discharges onto abutting properties.

Dust from all earthmoving activities shall be controlled.

Earth materials shall not be deposited onto any roadways.

Vegetative stabilization measures shall be employed during the Regulated Activity and construction activity as required by the approving authority. All perimeter dikes and slopes, basin or trap embankments shall be stabilized with sod, seed, anchored mulch within seven (7) days of disturbance. All other disturbed areas shall be stabilized with sod, seed and anchored mulch within fourteen (14) days after disturbing activities are ceased.

Topsoil shall be stripped from disturbed areas and stockpiled in an approved area and stabilized with a temporary vegetative cover if left more than fifteen (15) calendar days. Perimeter sediment controls shall be installed around stockpiled topsoil.

During cold weather months, when seeding and sodding may be impractical, anchored mulch shall be applied as approved.

19.042 Exempt Activities. The following activities are exempt from the requirements of this Bylaw:

Normal maintenance and improvement of Town owned public ways and appurtenances.

Normal maintenance and improvement of land in agricultural use.

Repair of septic systems when required by the Board of Health for the protection of public health.

Normal maintenance of currently existing landscaping, gardens or lawn areas associated with a single-family dwelling.

The construction of fencing that will not alter existing terrain or drainage patterns.

Construction of utilities other than drainage (gas, water, electric, telephone, etc.) that will not alter terrain or drainage patterns.

Maintenance of existing town drainage system, including, but not limited to removal of trees, debris, sediment and trash from swales, brooks, culverts, and any other impediment to the flow of the town's drainage system.

Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;

As authorized in the Phase II Small MS4 General Permit for Massachusetts, storm water discharges resulting from the activities identified in Section 19.043 that are wholly subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts Storm Water Management Policy as reflected in an Order of Conditions issued by the Conservation Commission are exempt from compliance with this bylaw.

19.043 Activities Allowed to Request Exemption. Areas of land that have had a Stormwater Management review either through the Conservation Commission or Planning Board using the performance standards as defined in this bylaw and Regulations may request an exemption from the requirements of this bylaw. Requests must include a plan of the area of land reviewed and approved by either the Planning Board or Conservation Commission accompanied by a sign-off from the issuing authority. The Planning Board will review each request on an individual basis and issue a decision as to whether the exemption is granted or whether the applicant is required to file for a permit.

19.050 Administration

The Planning Board shall administer this bylaw. The Town of Tewksbury's Community Development Department shall serve as the Planning Board's primary staff support for this bylaw. The Department may use the Director, Conservation Administrator, Town Engineer, or others to implement this bylaw.

The Planning Board and its agents shall review all applications for a land disturbance permit, conduct inspections, issue a final permit and conduct any necessary enforcement action.

The Planning Board may adopt and periodically amend Stormwater Regulations relating to Land Disturbance Permits, exemption or waiver applications; permit terms or conditions, Design Criteria, additional definitions, enforcement, fees (including application, inspection, and/or consultant fees), or other procedures and administration of this Bylaw after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local



circulation, at least seven (7) days before the hearing date. After public notice and hearing, the Planning Board may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Planning Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this Bylaw.

D. The Planning Board will refer to the policy, criteria and information including specifications and standards of the latest edition of the Massachusetts Stormwater Management Policy or with Design Criteria that may be developed or in Tewksbury's Subdivision Regulations, whichever is more stringent, in the protection of the town's environmental and infrastructure resources, for execution of the provisions of this Bylaw.

E. All meetings of the Planning Board are subject to the Open Meeting Law. A notice in the local newspaper of a hearing on the Land Disturbance Application and that the Planning Board is accepting comments on the Land Disturbance Application shall be published at the applicant's expense. The Land Disturbance Application shall be available for inspection by the public during normal business hours at the Town offices. Comments may be submitted to the Planning Board during business hours at the Town offices.

F. Filing an application for a land disturbance permit grants the Planning Board or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.

G. The Planning Board may:

Approve the Application and issue a permit if it finds that the proposed plan will protect water resources and meets the objectives and requirements of this Bylaw;

Approve the Application and issue a permit with conditions, modifications, requirements for operation and maintenance requirements of permanent structural BMPs, designation of responsible party, or restrictions that the Planning Board determines are required to ensure that the project will protect water resources and will meet the objectives and requirements of this Bylaw; or Disapprove the application and deny a permit if it finds that the proposed plan fails to meet the objectives and requirements of this Bylaw and its Regulations. If the Planning Board finds that the applicant has submitted insufficient information to describe the site, the work, or the effect of the work on water quality and runoff volume, the Planning Board may disapprove the application, denying a permit.

H. The Planning Board shall take final action on an Application within 30 days of receipt of a complete application. If in the Planning Board's opinion, additional time or information is required for review, the Planning Board by written agreement of the applicant may continue a consideration of the request to a date certain announced at the meeting.

I. Failure to take action shall be deemed to be approval of said application. Upon certification by the Town Clerk that the allowed time has passed without the Planning Board's action, the Land Disturbance Permit shall be issued by the Planning Board.

J. Appeals of Action by the Planning Board. A decision of the Planning Board shall be final. Further relief of a decision by the Planning Board made under this Bylaw shall be reviewable in the Superior Court or Land Court in accordance with the applicable law. The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law. No work shall commence until the applicable appeal period has passed with no appeal or if an appeal has been filed, the appeal has been finally resolved by adjudication or otherwise.

K. All activity permitted by the Land Disturbance Permit must be completed within one-year of permit issuance. Extensions of time can be granted by the Planning Board upon formal written request by the applicant. Should the one-year pass without an extension being granted the permit is then considered revoked.

L. Project Completion. At completion of the project the permittee shall submit as-built record drawings of all structural stormwater controls and treatment best management practices required for the site. The as-built drawing shall show deviations from the approved plans, if any, and be certified by a Registered Professional Engineer. As-built drawings must comply with the Town's Digital data submission requirements.

#### 19.060 Permits & Procedures

Permit Procedures and Requirements shall be defined and included as part of any rules and regulations promulgated as permitted under Section 19.050 of this Bylaw.

#### 19.070 Fees

The Planning Board shall establish fees subject to cover expenses connected with application review and monitoring permit compliance. The fees shall be sufficient to cover Town secretarial staff and professional staff. The Planning Board is also

authorized to charge the applicant fees to pay a Registered Professional Engineer or other professional consultant to advise the Planning Board on any or all aspects of the project. The applicant for a Land Disturbance Permit may be required to establish and maintain an escrow account to cover the costs of said consultants.

#### 19.080 Surety

The Planning Board may require the permittee to post before the start of land disturbance activity, a surety bond, or other acceptable security. The form of the bond shall be approved by the Planning Board, which may consult with town counsel when necessary, and be in an amount deemed sufficient by the Planning Board to insure that the work will be completed in accordance with the permit. If the project is phased, the Planning Board may release part of the bond as each phase is completed in compliance with the permit but the bond may not be fully released until the Planning Board has issued a certificate of completion.

#### 19.090 Waivers

The Planning Board may waive strict compliance with any requirement of this by-law or the rules and regulations promulgated hereunder, where the activity:

1. is allowed by federal, state or local statutes and/or regulations, or
2. is in the public interest, and is not inconsistent with the purpose and intent of this bylaw and its regulations.

Any applicant may submit a written request to be granted such a waiver at the time of submission. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that the activity is allowed by federal, state or local statutes and/or regulations or is in the public interest and is not inconsistent with the purpose and intent of this bylaw and its regulations.

All waiver requests shall be discussed and a decision will be made at the time of final action by the Planning Board .

If in the Planning Board 's opinion, additional information is required for review of a waiver request, the Planning Board may continue a consideration of the waiver request to a date certain announced at the meeting. In the event the applicant fails to provide requested information, the waiver request shall be denied.

#### 19.100 Inspections

A. The Board or its agents shall inspect the project site at the following stages:

Initial Site Inspection: prior to approval of any plan.

Erosion Control Inspection: to ensure erosion control practices are in accordance with the filed plan.

Bury Inspection: prior to backfilling of any underground drainage or stormwater conveyance structures.

Final Inspection. After the stormwater management system has been constructed and before the surety has been released, the applicant must submit a record plan detailing the actual stormwater management system as installed. The Board shall inspect the system to confirm its "as-built" features. This inspector shall also evaluate the effectiveness of the system in an actual storm. If the inspector finds the system to be adequate he shall so report to the Board which will issue a Certificate of Completion.

B. If the system is found to be inadequate by virtue of physical evidence of operational failure, even though it was built as called for in the Stormwater Management Plan, it shall be corrected by the permittee before the performance guarantee is released. If the permittee fails to act the Town of Tewksbury may use the surety bond to complete the work. Examples of inadequacy include, but shall not be limited to: errors in the infiltrative capability, errors in the maximum groundwater elevation, failure to properly define or construct flow paths, or erosive discharges from basins.

#### 19.1100 Enforcement

The Planning Board or its authorized agent shall enforce this Bylaw, its regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Orders. The Planning Board or its authorized agent may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder, which may include:

a requirement to cease and desist from the land-disturbing activity until there is compliance with the Bylaw or provisions of the land-disturbance permit;  
maintenance, installation or performance of additional erosion and sediment control measures;  
monitoring, analyses, and reporting;  
remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity;  
compliance with the Operation and Maintenance Plan.



If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Tewksbury may, at its option, undertake such work, and the property owner shall reimburse the town's expenses. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner shall be notified of the costs incurred by the Town of Tewksbury, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, § 57, after the thirty-first day at which the costs first become due.

**Fines.** Any person who violates any provision of this Bylaw, regulation, order or permit issued there under, shall be punished by a fine of not more than \$ 300.00. Each day or part thereunder that such violation occurs or continues shall constitute a separate offense.

**Non-Criminal Disposition.** As an alternative to criminal prosecution or civil action, the Planning Board may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D, which has been adopted by the Town, in which case the Planning Board or authorized agent shall be the enforcing person. The penalty for each violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

#### 19.120 Stormwater Management Plan

The Stormwater Management Plan shall contain sufficient information for the Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards as set forth in Part B of this section and DEP Stormwater Management Handbook Volumes I and II. The Stormwater Management Plan shall fully describe the project in drawings, and narrative. The Planning Board may adopt regulations for specific submittal requirements.

Standards. Projects shall meet the Standards of the Massachusetts Stormwater Management Policy, which are as follows:

No new stormwater conveyances (e.g. outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or water of the Commonwealth.

Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates. The rates may be equal to or better than pre-existing conditions.

Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post-development site should approximate the annual recharge rate from the pre-development or existing site conditions, based on soil types.

For new development, stormwater management systems must be designed to remove 80% of the average annual load (post development conditions) of Total Suspended Solids (TSS). It is presumed that this standard is met when:

Suitable nonstructural practices for source control and pollution prevention and implemented;

Stormwater management best management practices (BMPs) are sized to capture the prescribed runoff volume; and  
Stormwater management BMPs are maintained as designed.

Stormwater discharges from areas with higher potential pollutant loads require the use of specific stormwater management BMPs (see Stormwater Management Volume I: Stormwater Policy Handbook). The use of infiltration practices without pretreatment is prohibited.

Stormwater discharges to critical areas must utilize certain stormwater management BMPs approved for critical areas (see Stormwater Management Volume I: Stormwater Policy Handbook). Critical areas are Outstanding Resource Waters (ORWs), shellfish beds, swimming beaches, cold water fisheries and recharge areas for public water supplies.

Redevelopment of previously developed sites must meet the Stormwater Management Standards to the maximum extent practicable. However, if it is not practicable to meet all the Standards, new (retrofitted or expanded) stormwater management systems must be designed to improve existing conditions.

Erosion and sediment controls must be implemented to prevent impacts during disturbance and construction activities.

All stormwater management systems must have an operation and maintenance plan to ensure that systems function as designed. When one or more of the Standards cannot be met, an applicant may demonstrate that an equivalent level of environmental protection will be provided.

#### 19.130 Operation and Maintenance Plans

A post construction Operation and Maintenance plan (O&M Plan) is required prior to final release of the project. The maintenance plan shall be designed to ensure compliance with the Permit, this Bylaw and that the Massachusetts Surface Water Quality Standards, 314. CMR 4.00 are met in all seasons and throughout the life of the system. The Board shall make the final decision of what maintenance option is appropriate in a given situation. The Board will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. Once approved, The Operation and Maintenance Plan shall remain on file with the Town Engineer and shall be an ongoing requirement. The Planning Board may adopt regulations for specific submittal requirements.

#### Stormwater Management Easement(s).

Stormwater management easements shall be provided by the property owner(s) as necessary for:  
access for facility inspections and maintenance,  
preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities, including flood routes for the 100-  
year storm event.  
direct maintenance access by heavy equipment to structures requiring regular cleanout.  
The purpose of each easement shall be specified in the maintenance agreement signed by the property owner.  
Stormwater management easements are required for all areas used for off-site stormwater control, unless a waiver is granted by the  
The Board.  
Easements shall be recorded with the Middlesex North County Registry of Deeds prior to issuance of a Certificate of Completion  
by the Board.

#### Changes to Operation and Maintenance Plans

The owner(s) of the stormwater management system must notify the Board and Town Engineer of changes in ownership or  
assignment of financial responsibility.  
The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this bylaw by mutual  
agreement of the Board, the Town Engineer and the Responsible Parties. Amendments must be in writing and signed by all  
Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational  
responsibility.

#### Maintenance Responsibility

The responsibility party named in the Operation and Maintenance Plan shall maintain in good condition and promptly repair and  
restore all structural and non-structural stormwater BMPs and all necessary access routes and appurtenances (grade surfaces, walls,  
drains, dams and structures, vegetation, erosion and sedimentation controls, and other protective devices). Such repairs or  
restoration and maintenance shall be in accordance with the approved stormwater management design plan, the stormwater  
maintenance agreement and the stormwater maintenance plan.

#### Maintenance Inspection by Planning Board, its agent, or Town Engineer

The Planning Board or its Representatives shall conduct periodic inspections for all stormwater practices for which a Stormwater  
Certificate of Completion has been issued in accordance with section 19.050. All inspections shall document any maintenance and  
repair needs and any discrepancies from the stormwater maintenance agreement and stormwater maintenance plan.

#### Record of Maintenance Activities

The responsible party shall make records of the installation and of all maintenance and repairs, and shall retain the records for at  
least five (5) years. These records shall be submitted to the Town Engineer on an annual basis.

#### 19.1440 Severability

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Town Manager  
Community Development Director

Motion: Finance Committee recommended adoption



Vote: Article 19 was Adopted

8:51PM

10/4/11

**Executive Summary:** Passage of this article will modify the existing Stormwater Management & Erosion Control Bylaw to include post-construction stormwater management standards in order to comply with the requirements under the Federal Clean Water Act as put forth through the National Pollutant Discharge Elimination System general permit filed with the State DEP and Federal EPA.

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the October 4, 2011 Special Town Meeting Sine Die, and this motion was Adopted.

8:52 PM

10/4/11

RESPECTFULLY SUBMITTED:  
DENISE GRAFFEO, TOWN CLERK

# Administration

*Board of Selectmen  
Administrative Services  
Parking Clerk*

*Town Manager  
Board of Registrars  
Town Clerk  
Department of Public Works*

*Town Counsel  
Housing Authority  
Veteran's Services*

## Board of Selectmen

During 2011, the Board of Selectmen held regular meetings twice a month except for July and August when they met once a month. The Board addressed many issues such as the budget, recycling, notes and bonds, litigation, independent audit, collective bargaining issues. The Board met with the State Delegation, Representative James Miceli, Representative Paul Adams and Senator Barry Finegold. The Board also met with department heads, representatives from Nation Grid, Verizon and held hearings on liquor licenses, class auto licenses, street acceptance.

Board Members continue to serve on other sub-committees such as the High School Building Committee, Special Act Charter Committee, Green Committee, Economic Development Committee to name a few.

The Board of Selectmen wishes to extend appreciation to all department heads, support staff and town employees for their commitment to serve the residents. The Board would like to take this opportunity to thank the men and women who serve the town as members of numerous appointed and elected board and committees for their time and effort serving in these positions in town government.

For your convenience, the Selectmen's meeting and other town and committee meetings are televised on Channel 10 and 33.

### BOARD OF SELECTMEN

Todd R. Johnson, Esq., Chairman  
David H. Gay, Vice Chairman  
Douglas W. Sears, Esq., Clerk  
Anne Marie Stronach  
Scott Wilson

# Town Manager

I respectfully submit my first annual report to the Town of Tewksbury as Town Manager.

This past year has been another busy year for the Community, implementing new ideas and addressing critical issues facing the Town.

Finances continue to be the most challenging issue facing the Town. Over the past year we managed to balance the Town budget and maintain services to the residents. Unfortunately property taxes also saw a sharp increase since voters approved a 50% shift of sewer debt from Enterprise Fund to the property tax levy and the debt for the construction of the new High School. Since the debt was shifted to the tax levy sewer rates were reduced and in addition because of positive news in the Water enterprise fund we were also able to reduce water rates.

We were hoping to see the renovation to the Town Hall begin but design issues and problems caused a delay in the project. The goal is to have final design complete in 2012 and construction to begin in 2013. Funding for the design and renovation of the Town Hall is coming from Community Preservation Act funds.

Through the hard work of the Town's Green Committee, Tewksbury was designated a Green Community by the Commonwealth of Massachusetts. This designation allows the Town to take advantage of grant funding from the State to implement projects that will create energy efficiencies and reduce energy consumption. Our goal is to reduce energy consumption for Town and School buildings and facilities by 20% over the next 3-5 years. The initial grant funding received by the Town was \$207,725 and it will be used to address energy conservation measures in the Police Station, Library, and various Schools. Grant funding will be available on an annual basis to undertake projects in other buildings and facilities that were not addressed during the first round. In addition to the grant the Commonwealth provided the Town with solar trash compactors to place in locations throughout the Community.

As the next year begins I look forward to addressing the issues central to the residents and businesses of the community. I will continue to hold neighborhood meetings to listen to the Community's concerns and finding ways to address them. Although there are many challenges I am confident with the commitment of the public officials and employees of the Town we will achieve our goals.

I would like to thank the Board of Selectmen for their continued support as we made positive strides and improvement this past year and I would like to extend my appreciation to all Department Heads and their staff for their hard work and dedication as they provide the needed services to the Community.

Respectfully,  
Richard A. Montuori  
Town Manager



# Town Counsel

## CHARLES J. ZAROULIS, ATTORNEY AT LAW

In 2011, Charles J. Zaroulis, Town Counsel, represented the Town of Tewksbury in litigation before the Appeals Court, Middlesex Superior Court, the Land Court, and Lowell District Court.

Town Counsel's litigation schedule included twenty-nine (29) cases in Superior Court, two (2) cases in the Land Court, one (1) case in the District Court and one (1) case in the United States District Court.

In addition to court and administrative hearings, Town Counsel appeared before state agencies, such as the Attorney General regarding bid protests and before the Appellate Tax Board. Town Counsel prepared legal documents, contracts, deeds, leases, construction specifications, easements, court pleadings, legal memoranda and opinions for various Departments and drafted bylaws and rules and regulations for Boards and reviewed and drafted Town Meeting Articles. Town Counsel made eminent domain land takings for utility improvements and acted as hearing officer on administrative appeals.

Town Counsel will continue his program of providing municipal law memoranda and training sessions, which address important and current issues of law and the interpretation of laws, for the various Boards, Committees, Commissions, and Departments.

Town Counsel thanks the Board of Selectmen, the Town Manager, the several Boards, Committees, Commissions, and Departments and their officers and employees for the excellent co-operation again provided to him during the past year.

Charles J. Zaroulis, Town Counsel

# Administrative Services

OFFICE HOURS ARE MONDAY THROUGH THURSDAY 8:30AM – 4:30PM

Department Staff: Teresa Belanger, Administrative Services Assistant

The Administrative Services role concentrates on all aspects of Human Resources such as Employee Relations, Employee Benefits, Retiree Benefits, Occupational Injuries/Workers Compensation, Personnel Records, Recruiting, Family Medical Leave, Benefit Coordination, and Medical Cost Analysis.

## **Employee Services:**

Maintains all employee records including medical and separate employee records.  
Maintains central data base for all town and school employees.  
Maintains tracking records for all town employees' vacation, sick and personal days.  
Coordinates all recruiting efforts including but not limited to job postings, interviews, candidate selection, reference checks, CORI checks and pre-employment physicals.  
Maintains and updates all Town employee Job Descriptions.  
Completes orientations with all new hires for the Town, notifies retirement board and payroll, benefit enrollment as necessary.  
Maintains all new employee records in the Munis Financial Program.  
Track and maintain all new Medicare Part D computer program.  
Maintain all retiree pension deductions and notify retirement boards of upcoming changes in deductions.  
Maintains occupational health records, coordinates and performs utilization reviews as needed.  
Maintains all family medical records.  
Coordinates all Family Medical Leaves (FMLA) for Town employees including correspondence with employee and physicians, completion of paperwork and tracking time out of work.  
Maintains all HIPPA records.  
Coordinates all Medicare/Medex benefits with employees who reach the age of 65.  
Maintains all records related to the Massachusetts Healthcare Reform Bill.  
Coordinates COBRA benefits when necessary.  
Maintain, track and process all direct benefit payments.  
Processes all Unemployment Claims for Town and School.  
Maintains all Civil Service Records.  
Provides support to Personnel Relations Review Board (PRRB).

## **New benefits introduced to the Town in 2011:**

Instituted the MIIA Employee Assistance Program (EAP)  
Introduced and instituted voluntary benefits with Aflac which include: Short Term Disability (STD), Life Insurance, Accident Benefits, Lump Sum Critical Illness Plan and Voluntary Indemnity plan for hospitalization.

Respectfully,  
Richard A. Montuori  
Town Manager

# Board of Registrars

Denise Graffeo, Town Clerk

Ruth Teague, Chairman

Edward Creamer

Frank Teague

Residents may register to vote at the Town Clerk's Office, Town Hall, Monday, Wednesday, & Thursday, from 8:30 A.M. to 4:30 P.M., Tuesday, 8:30 A.M. to 6:00 P.M. and Friday 8:30 A.M. to 12:30 P.M.

One of the major duties of the Board of Registrars is to conduct all voter registration sessions. Registrars are responsible for the voter registration process, for maintaining voter registration records, and for submitting certain records to the Secretary of State. Prior to any election or town meeting, the Board of Registrars conducts a special voter registration session; the date and time are published in advance in the local newspapers and cable TV.

There are three (3) important lists the registrars are required to prepare: the annual street list, the annual card file of registered voters, and the registered voters list.

Certification of nomination papers, petitions, proposed town meeting articles, and applications for absentee voting are also the duty of the Registrars. Applications for voting absentee may be requested from the Office of the Town Clerk. Information about absentee voting may be obtained by phoning the Town Clerk's Office at 640-4355 or on the Town Clerk page of the municipal website [www.tewksbury.net](http://www.tewksbury.net)

In 1994 the Motor Voter Law became effective and this allows eligible town residents to register to vote by mail. Phone the Town Clerk's office at 640-4355 and request that a mail-in voter registration form be mailed to you and/or eligible members of your family.

## RE-LOCATION OF PRECINCTS

Effective November 3, 2009, the Board of Selectmen voted to re-locate Precincts 1, 1A, 3 and 3A to the Senior Center at 175 Chandler Street, and Precincts 2, 2A, to the Library at 300 Chandler Street with 4 and 4A.

Precinct	Enrollment	Location	Address
Precinct 1	2462	Senior Center	175 Chandler St.
Precinct 1A	2739	Senior Center	175 Chandler St.
Precinct 3	2445	Senior Center	175 Chandler St.
Precinct 3A	2395	Senior Center	175 Chandler St.
Precinct 2	2671	Library	300 Chandler St.
Precinct 2A	2600	Library	300 Chandler St.
Precinct 4	2422	Library	300 Chandler St.
Precinct 4A	2595	Library	300 Chandler St.

Precinct	Conservative Party	Democratic	Reform	Green Rainbow	Libertarian	American Independent	Republican	Interdependent 3rd Party	Unenrolled	Grand Total
1	1	710	1	1	12		321		1416	2462
1A		775		2	6	1	345	1	1609	2739
2		719	1		8		272	2	1443	2445
2A		675		3	9	2	273	1	1432	2395
3		739			10	2	387		1533	2671
3A		681		2	10	2	315	3	1587	2600
4		767		1	2		246	1	1405	2422
4A		845	1	1	5	1	226	1	1515	2595
Grand Totals	1	5911	3	10	62	8	2385	9	11940	20329

Respectfully submitted,

Denise Graffeo  
Town Clerk



# Housing Authority

This year we are pleased to report that a 202 development for Tewksbury was funded by the Department of Housing and Urban Development. The development is to consist of 32 elderly units for elderly persons 62 years or older and one resident's manager unit. The development is expected to have a completion date December 2013.

The Tewksbury Housing Authority's vacancy turnovers in 2011 for our elderly/disabled housing units totaled 25. There were no vacancies in our family housing units. The Authority's waiting lists continues to grow. The Authority received 346 applications this year that add to the Authority's wait lists.

Recently the Authority awarded a contract in the amount of \$297,000.00 to rehab Robert Flucker Height's development's roadway, sidewalks and parking areas. Work started in mid December and is expected to be completed late spring of 2012.

There was one (1) Monitoring Agreement signed with the Georgetown Affordable Housing Trust. The Authority also assisted in a resale of an affordable unit in Town. The unit was placed under a new deed rider that will keep the unit in the Town's affordable housing inventory.

The Authority's office hours are from 8:00 A.M. to 4:30 P.M. Monday through Thursday and from 8:00 A.M. to 12:00 Noon on Fridays. Applications for our Elderly, Family and Section 8 programs can be obtained at our main office located in back of the Community Building on our Saunders Circle Elderly Housing Development...

In closing I would like to thank my fellow Board Members, our office staff and maintenance department in their efforts to provide and maintain decent, safe and affordable housing for our community.

Respectfully submitted by:

Louise A. Gearty  
Chairwoman

# Parking Clerk

A hearing on any parking violation may be obtained upon the written request of the registered owner of the vehicle, as stated on the parking violation notice.

Year 2011 Fines collected and deposited with the Town Treasurer - \$ 20,433.40

Parking Ban (Overnight-Inclement Weather)

Town By-Law 8.24.010

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street from 12:00 (Midnight) to 6:00 AM. This shall take effect on November First of each year and end on March Thirty-First. (A fine of \$25.00 will be imposed for a violation of this Section).

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street, day or night, when it is snowing or when icy conditions exist. (A fine of \$25.00 will be imposed for a violation of this Section).

Any vehicle, other than one acting in an emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street, may be removed or towed away, at the sole expense of the registered owner of said vehicle, under the authority and direction of the Superintendent of the Department of Public Works to a public garage or any convenient place. The Superintendent of the Department of Public Works shall within a reasonable time, notify the Chief of Police of the removal of any such vehicle and of the place to which it has been removed, and the Chief of Police shall give like notice to the registered owner of the vehicle.

Vehicles so towed away shall be stored in a safe place and restored to the registered owner thereof upon proper identification and full payment, to the Town or to the Keeper of the place of storage, for the expenses incurred in such removal and storage.

Inquiries, about vehicles so towed away, shall be made at the Police Station. This allows easy and uninterrupted access for the fire, police, school buses, snowplows, sanders, and other emergency vehicles.

Effective January 2000 unauthorized parking in a designated handicap parking area will carry a violation fine of \$100.00 and parking in a fire lane will carry a violation fine of \$100.00.

Effective November 2006: Parking fines, Code # 1-12 increased to \$25.00 from \$10.00 and Code #13-19 increased to \$25.00 from \$15.00.

Respectfully submitted,

Denise Graffeo

Town Clerk - Parking Clerk

# Town Clerk

**Denise Graffeo, Town Clerk** (Elected April 2011)

Jamie Doherty, Michele Sullivan, Deborah Winter

The Town Clerk holds office hours Monday, Wednesday, & Thursday 8:30 A.M. to 4:30 P.M.  
Tuesday 8:30 A.M. to 6:00 P.M. & Friday 8:30 A.M. to 12:30 P.M.

## Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

## TOWN STATISTICS

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Population	30,309	32,516	33,067
Dog Licenses	2,081	2,134	2,205
Sporting Licenses	202	238	296

## FINANCIAL

	<u>1/1/11-12/31/11</u>	<u>1/1/10-12/31/10</u>	<u>1/1/09-12/31/09-</u>
Fees to Town Treasurer	41,996.28	34,107.50	39,467.90
Dog Fees to Treasurer	37,255.00	37,250.00	44,416.00
Sporting Licenses to State	4,596.30	5,619.65	7,096.25
Marijuana Fines	500.00	600.00	2,300.00
Records Preservation (Revolving)	11,545.00	9,185.00	4,565.00
Parking Fines to Treasurer	20,433.40	11,940.00	8,304.80
Passport Fees	<u>1,225.00</u>	<u>5,175.00</u>	<u>7,300.00</u>
TOTAL	\$117,550.98	\$104,177.55	\$113,449.95

## VITAL STATISTICS

	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Birth	237	253	273	275	226	245
Marriage	96	94	113	130	123	112
Death	347	269	302	255	222	259

Chapter 45, Section 15 of the Massachusetts General Laws: The Town Clerk will furnish blanks for the return of Births to parents, householders, physicians and registered hospital medical officers applying therefore.



# Veterans' Services

OFFICE HOURS ARE MONDAY THROUGH THURSDAY

8:00AM - 4:30PM

The Veterans' Services Department has again been active in helping the Town's Veterans. We have provided financial support to those Veterans needing assistance, including administrative support, interpreting and filling out the sometimes complex federal and state forms. In 2011, the Federal Government (VA) expanded veteran's benefits and medical services including; a wider range of prescription benefits. This greatly increased the number of Veterans applying for State and VA Hospital services.

I have represented the Town of Tewksbury at several functions including Memorial Day and Veterans' Day celebrations. On the state level, as a member of the MVSOA, I have worked hard to, get the Welcome Home Bill passed, expanded the definition of a Veteran and secured additional benefits for Veterans. As the Veterans' Service Officer, I attend monthly meetings of the American Legion, Disabled American Veterans and Veterans of Foreign Wars. This office has provided, to our Veterans, a book by the Secretary of the Commonwealth William F. Galvin, detailing Veterans' laws and benefits. The latest benefit is the bonus for the Afghanistan and Iraq War Veterans. All returning Town Veterans have been notified regarding this benefit and we have begun the process to attain this bonus for them.

The Department of Veterans Services continues to offer to the Veterans, dependents, or the widows, services in a wide range of categories; such as:

VA Pension & Compensation	Grave Markers
Hospitalization (in and out patient)	Social Security Assistance
Burial Allowance	Disability Assistance
Drug & Alcohol Treatment	Medicare Part D assistance
Educational & Vocational Training	Retirement Matters
Copies of Discharges	Military Records

The Department of Veterans' Services does not stand alone in serving the Town's Veterans, but works with the other Veterans' and Fraternal Organizations within the Town. I would like to thank each organization and their members for all the time, effort and contributions they have given to the Town's Veterans. Special thanks should also go to the Town Manager, Board of Selectmen and other Town Departments for their help in making this a Town where the Veteran is well served.

I have worked with the Tewksbury Veterans' Council comprised of the American Legion, Disabled American Veterans, the Veterans of Foreign Wars as well as the Ladies Auxiliary on several occasions to ship "CARE Packages" overseas to our men and women serving our country.

Respectfully submitted,

James F. Williams  
Director, Veterans' Services

# Department of Public Works

The mission of the Town of Tewksbury Department of Public Works (DPW) is to support and enhance the quality of life for residents, businesses and visitors by providing services to maintain and upgrade the Town's infrastructure in the most efficient manner; to provide design, construction and maintenance solutions for roads, traffic and drainage systems, trees, sanitary sewers, water production and distribution in order to maximize benefits, convenience and safety to the public.

## ADMINISTRATION

The Administrative Division of the DPW oversees the daily operations of the department and is responsible for all long range infrastructure planning. The administrative staff coordinate the department's daily activities, develop and manage the annual operating, capital improvement and capital equipment budgets for each division; prepare personnel and payroll records of the department's personnel, process vendor invoices for payment, works with the Community Development Department who issues curb-cut and utility road opening permits. This division also assists with the review of plans of proposed subdivisions to insure compliance with town by-laws, regulations and with DPW standards. Also, the Administration Division prepares specifications and bid documents for the procurement of goods and services, equipment and construction contracts for all of the divisions, assists with the hiring of new staff, assists with labor negotiations and manages labor agreement issues, develops, implements and enforces departmental policies, coordinates the administrative support for all divisions of the department and handles all public inquiries.

The Administrative Division of the DPW is comprised of the Superintendent of Public Works, one (1) full-time and (1) part-time Administrative Secretary. Assistance is also provided by clerical staff from the Community Development Department. In 2011 the DPW Administration staff took a more active role in overseeing activities of the Park and Recreation staff, user groups and the maintenance of town facilities. Mowing responsibilities were outsourced to private contractors for all recreation fields and town facilities, allowing a small force of in-house staff to address daily cleanup, the lining sports fields and addressing requests and repairs as needed.

In December 2011, the Town hired an Assistant Superintendent to address the organizational needs of the operation's staff and to allow the DPW to take a more active role in a facility maintenance strategy comprehensive of all town operated facilities.

In 2009, a consolidation of the Engineering Division into the DPW organization was initiated to operate as one comprehensive organizational structure focusing on infrastructure, which brought a number of changes to the Department's administrative, planning and operations process. As of 2011, the success of the consolidation has resulted in greater project efficiencies and collaboration across DPW divisions and with other stakeholder departments. As an example, an internal traffic safety group was formed to review ways to improve traffic safety throughout town incorporating Engineering, Highway, Police, Fire and Administration staff.

## ENGINEERING

The Engineering Division is staffed by a Town Engineer and two engineering Project Managers. As a team, they provide analytical analyses and design, estimates, management, coordination & construction support, they develop plans and specifications, and revise & recommend regulations for the Department of Public Works. This includes utilities (i.e. water, sewer, and drainage), stormwater, and roadway reconstruction. The Engineering Division works closely with other Town departments to assist with planning, conservation and traffic management review. Other services provided include driveway installation review, water and sewer service inspections, all Geographic Information System (GIS) map updates, and technical support to Town Counsel for various legalities.

The Division's accomplishments for the calendar year of 2011 were as follows:  
Financial support for roadway reconstruction and drainage improvements was obtained for River Road in 2010 under the American Recovery and Reinvestment Act. In 2011, nearly all utility work and construction of the roadway realignment work was completed. Final roadway paving and sidewalk installation is scheduled to be completed in the 2012 calendar year. The work is managed by Massachusetts Department of Transportation (MassDOT);  
Signalization design for the intersection of East Street at Shawsheen Street (Tewksbury/Andover Town line) is currently being completed. After the design is completed and accepted by the State, the work will be managed by the MassDOT;  
Roadway reconstruction and commissioning of the traffic signal installation for the intersection of East Street and Livingston Street. This work was managed by the MassDOT;  
Roadway reconstruction on East Street between Chandler Street to Maple Street (not including the intersection of East Street and Livingston Street);



Roadway reconstruction with upgrades to drainage, sidewalks, and landscaping on Livingston Street between Main Street (Route 38) and East Street;

Roadway reconstruction of Leston Street, Roper Lane, and Shawsheen Street (between Whipple Road and Patten Road);

Roadway paving of North Street (between Andover Street and the Interstate 495 overpass);

Design preparations have been implemented for roadway improvements on East Street between the Maple and the Andover town-line inclusive of the Rail Road Tracks near Industrial Avenue;

Design preparations have been implemented for the closed Brown Street Bridge which connects Whipple Road to Brown Street. The design is being funded equally by the Towns of Tewksbury, Billerica, and Wilmington;

Drainage structures were repaired and asphalt berm was installed or replaced throughout various locations in Town;

Education and outreach related to a federal grant under the Clean Water Act (Section 319) to improve Long Pond was completed. In the coming calendar year the work will consist of continued education and outreach, as well as the design and construction of (25) stormwater Best Management Practices in the form of Rain Gardens;

The beginning stages of an evaluation for Infiltration and Inflow within the sewer system was conducted, including comparison of pump station data and water consumption, drawdown testing at numerous stations to verify pump curves and flow, flow metering conducted at specific manholes. This work was funded through the Massachusetts Interlocal Insurance Association;

Installation of monitoring relays and digital input boards at (11) Sewer Pump Stations, funded through the Massachusetts Emergency Management Agency to expand information technology at the pump stations;

The completion of DPW Building plumbing upgrades and sewer connection, in accordance with the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) permit; and

Approximately 95% of all residential meters, 93% of all commercial meters, and 50% of all municipal meters have been replaced by the Water Meter Replacement Project. Installations began in 2008 and the project is anticipated to be complete at the end of the 2012 calendar year.

In addition, the Engineering Division has had the assistance of an intern, working on the early stages of stormwater sampling, which is a requirement for every Town through the NPDES permit. All efforts and hard work are greatly appreciated.

This was another positive year for the Engineering Division and we look forward to the New Year's challenges.

## **HIGHWAY/FORESTRY**

The Highway/Forestry division staff was consolidated into a single division in 2009. Their activities through 2011 included assisting the Engineering Division with roadway reclamation and paving projects; repairing local roads, backfilling of the roadside shoulders, repairing potholes, paving driveway aprons, and installing asphalt berm. Other related street maintenance activities included street sweeping; street and traffic sign installations (111), traffic pavement markings including school and pedestrian crosswalks, periodic jetting of drain lines and the cleaning of culverts and drainage ditches. The division also constructed storm water leaching basins to alleviate some street flooding in areas where no drainage system existed. When inclement and emergency-related weather events dictate, the division assumes more challenging duties. The 2011, Hurricane Irene and the early season snowstorm (October 29<sup>th</sup>) tore through town causing trees and tree limbs to break and fall, resulting electric outages, downed wires and many safety concerns. Localized flooding challenged the limited number of crew members within the Highway/Forestry Division to address damages to both public and private property. In addition, the skill and dedication of the DPW staff, while operating heavy duty trucks and other specialized equipment, are unique to the overall winter work operations. For example, when pre-treating roads with de-icing chemicals and plowing of streets, schools, sidewalks and municipal parking lots to insure that all motorists and pedestrian traffic are safe and secure while commuting in and around the Town of Tewksbury. Lastly, over the past two years catch basin cleaning has been removed from the Division's budget. However, catch basin cleaning was conducted on a case-by-case basis. More attention needs to be focused in this area where more than (3,000) basins exist in the drainage system and Federal and State regulation mandate on-going repairs and maintenance for the drainage system.

Forestry related activities included the removal of hazardous tree conditions threatening public and private properties resulting in (87) trees removed by the town and (63) trees being removed by National Grid as part of National Grid's Hazard Tree Mitigation Program to assistance local towns. In addition, the cutting of (19.4) lane miles of roadside brush along the Town's right-of-ways helped to improve vehicular safety and sight-lines. The long awaited removal of 91 stumps along town roadways was completed, with the intent to further reduce the number of existing stumps in 2012. Finally, the recycling of (398) Christmas trees were add to the town compost operation.

## **FLEET MAINTENANCE**

The Fleet Maintenance Division, consisting of (3) staff members, is responsible for service, repairs and supplies to fuel and maintain (91) pieces of DPW/Utility equipment. DPW mechanics' maintain other department vehicles including (35) Police Division vehicles. Also various small engine equipment (lawn mowers, snow blowers, leaf blowers, generators etc.) are maintained by the Fleet Maintenance Division.

The division orders and maintains the Town's gas and diesel fuel depot including all records of usage for various town divisions; maintains the facility to comply with all aspects of Department of Environmental Protection (DEP) requirements (Stage 2).

A small inventory of parts and supplies are kept in stock. However most are purchased on an as needed basis reducing unnecessary expense, while reducing the requirement for excess storage space.

The division staff reviews Public Works equipment inventory annually and makes recommendations for replacement within the capital budget. In calendar year 2011 the DPW purchased (3) new pieces of equipment utilized by the Water and Sewer enterprises, including: a John Deere 410J backhoe, Ford ranger and a Ford F-350. The Fleet Maintenance Division Supervisor is also responsible to maintain insurance and MassDOT records, file insurance claims and update carrier records on a annual basis.

## **WATER DISTRIBUTION/ SEWER COLLECTION**

The Water and Sewer Division, with a staff of (9) full time employees comprising of (1) Water / Sewer Division Supervisor, (1) Crew Leader for water distribution, (1) Crew Leader for sewer collection, (1) Special Heavy Motor Equipment Operator and (4) Heavy Motor Equipment Operators. These employees are responsible for ensuring the integrity of the water distribution and sewer collection systems. The water distribution system includes approximately 170+ miles of water mains, 10,000+ water services, approximately 1,500 fire hydrants and thousands of water main valves throughout the its pipe network. This division is also responsible for maintaining the Town's sewer infrastructure consisting of approximately 180+ miles of gravity and forced sewer mains. With the completion of the sewer construction project, November 2009, the Town currently has (46) active sewerage pumping stations throughout the Town directing sewerage to the Lowell Waste Water Treatment Plant

The year 2011, once again was a very active year for our Water and Sewer Division employees who put in long hours beyond their normal working day, repairing water main breaks (27), water service leaks (13), sewer breaks (1 force main), and sewer backups concurrent with their normally assigned responsibilities. A staff goal for 2011 was to catch-up and reestablish normal maintenance programs which were neglected while the Town wide sewer project was in full swing. Some of these duties consisted of numerous water service repair calls, low pressure checks, dirty water calls, fire hydrant repairs, fire hydrant replacements (15), repairing and replacing water meters, repaving trenches and street sections after water service and water main breaks; checking, cleaning and maintaining the Town's (46) sewerage pumping stations on a daily basis, checking, and at times, flushing sewer lines throughout town to negate possible sewer back-ups due to grease/material build up, repairing sewer manholes, responding to and clearing sewerage backups, and numerous other jobs performed by the employees as may be require to ensure the health and safety of town residents and businesses.

Installation of new Badger Meter, Inc. water meters and transmission units continued throughout Town to all homes, commercial, and municipal buildings, which started in 2008. These new water meters are able to send signals via airwaves to collectors situated all around Town, in various locations. The data is then transmitted to the Water and Sewer Billing office at the Town Hall Annex Building, eliminating the need to individually read each meter. At this time approximately 98% of the residential, 97% of the commercial and 51% of the municipal water meters have been installed. The division also assists the private meter installers with water service shutoffs, if the meter valve does not shutoff properly. In 2009, the Town also started a secondary water meter program to allow residents to install a dedicated water meter for outdoor use only.

In the years of 2007/2008 the Town and the engineering firm of Wright-Pierce, adopted requirements and specifications for the upgrade of seven (7) of the Town's oldest sewer pumping stations. Most of these seven pumping stations have been pumping non-stop, 24/7, for the past 26 years and were in need of upgrading. In late 2008, the Town signed an agreement with Methuen Construction to start the construction process in 2009. The (7) sewer pumping stations were upgraded to meet current electrical, mechanical and SCADA technologies and the installation of generators and new pumps. Construction for this project started in September of 2009 and was completed in early 2011. The stations that were upgraded included: East Street, Andover Street, Florence Avenue, Westland Drive, New Jersey Road, Dunvegan Road and Robinson Avenue.

In 2011 the Town replaced the old 6" inch water main on River Road, associated with the road reconstruction project, with a new 8" inch ductile iron water main and new 1" inch service lines from the water main to the existing services at the property line. This new water main was installed from Sawyers Bridge at Trull Brook to the Tewksbury/Andover town line. This water main was installed by the Tropeano Construction Company.



This year staff encountered two considerable power outages, town-wide, caused by Hurricane Irene and the October 29<sup>th</sup> heavy wet snowstorm. During these power outages staff had to utilize the (3) tow-behind and (1) truck mounted emergency generators to visit each sewer pump station without power, attach electrical cables to the control panel and supply power to these stations in order to pump down the water to a safe level. Once all the pump stations affected were pumped, staff started the routine all over again until normal power was restored. Some employees didn't see their homes for days during each storm. The Water and Sewer Division assists the Highway/Forestry Division with sanding, salting and snow removal during the winter months, flooding, downed trees and other projects requiring assistance during the year.

The employees of this division once again have done an exceptional job considering the workload that is assigned to them all year long day or night, especially with the demand to respond the division encounters on a daily basis.

## **WATER FILTRATION**

The Tewksbury Water Treatment Plant is a full conventional treatment facility, specifically designed to treat water from the Merrimack River. The plant is now capable of treating up to (7) million gallons a day and the Town can store up to (7) million gallons of water in three (3) storage tanks. In 2011, the Town of Tewksbury used (813) million gallons of water. This is an average of (2.23) million gallons per day with a peak usage of (5.4) million gallons during the hot summer months.

The original facility was built in 1988 and went online June 5<sup>th</sup>. The plant capacity was (3.5) million gallons per day and the facility only treated (0.9) million gallons per day. Since then there have been two other major upgrades, one in 1999 to expand the hydraulic capacity to (7) million gallons per day and the second project in 2004 to add a permanent sludge drying facility. As the plant enters its 25<sup>th</sup> year of operation the Town is in the process of performing a comprehensive Engineering Evaluation in order to ascertain what parts of the facility are in need of replacement and/or upgrades; and to ensure our treatment process meets pending Environmental Protection Agency (EPA) regulation changes.

Under the category of normal "wear and tear" we continue to address equipment issues as they occur. In 2011, all of the large bull nose gears, used in the sludge collection system, were replaced; both Reeves drives on the sludge drying units were rebuilt after (7) years of successful use; while one of the large pump motors (125 HP) literally blew up and was replaced. In addition, the chemical feed lines to the intake station, along the Merrimack River, were replaced along with back-up piping. This work was accomplished in conjunction with the River Road project. By taking advantage of the open trenches during construction on Merrimac Drive we were able to reduce project costs, as over 10,000 linear feet of PVC chemical feed lines were installed. The Andover Street water interconnection with Lowell was partially upgraded and design work on our second interconnection to Andover is in process.

During this past year, a great deal of time and effort was dedicated to upgrading the SCADA communications and CCTV networks. Both projects enhance the communications and "strengthen" our control and security systems. The added reliability and redundancy allows the operators to keep the facility secure and operating without interruption.

On a "green" note a new water tank mixer was introduced into the Astle Street Storage Tank. This small mixer floats inside the tank and re-circulates up to 400,000 gallons of water a day. This prevents ice formation during the winter, over heating during the summer and helps to maintain the water quality in the tank. The unit operates on a solar panel and battery pack.

"Is my water tested?" is a commonly asked question. As a requirement of MaDEP our entire process is tested every four hours. The process is also monitored by 22 analytical online devices generating hundreds of thousands of numbers each year. A sophisticated computer network assists in the "number crunching" to generate monthly reports which are sent to MaDEP each month. In addition, samples for bacteria, phosphate and fluoride are processed by our State certified laboratory as part of our mandated quality control program. On a quarterly basis other types of analysis are performed to guarantee that the water users of Tewksbury are getting water that meets and exceeds EPA and MaDEP quality standards.

# Community Activities

*Library Trustees*

*Council on Aging  
Historical Commission*

*Recycling Committee*

## Library Trustees



### **Tewksbury Public Library Trustees**

Board of Library Trustees, 2011

Joseph Frank, Chairperson

Paul Fortunato

Robert Homeyer

Patrick Joyce

Patricia Pino

Eugene Walsh

Mission and Vision of the Tewksbury Public Library:

*The public library of Tewksbury seeks to provide the Town's residents with a wide variety of materials, resources and services. Our vision is to empower Tewksbury's residents by developing, promoting, and delivering lifelong learning opportunities and to culturally enrich the entire community. We endeavor to combine traditional roles of providing a quality book collection and customer service oriented atmosphere, with current technological advances in the retrieval of information.*

Library staff members, Trustees and Friends of the Library continue to work toward meeting the library goals spelled out in its Long Range Plan. As the Library enters its last year in the current Long Range Plan, arrangements are being made to do another community survey to develop a Strategic Plan for the next few years.

Future goals include:

Continue to revise class offerings based on the needs of the community.

In 2011 the Library implemented training on how to use eBooks with the Library's eBook collection and purchased a Nook, a Kindle, and an iPad to demonstrate to patrons how they could borrow eBooks from the Library. Since, a number of computer classes about eBooks and social media were offered.

A Job Seeker's group was started for those who are under-employed or unemployed. During these meetings job seekers have a chance to sharpen skills, network and hear expert speakers about employment strategies.

In addition, our literacy program for babies and toddlers was so popular that we added an additional time during the week to accommodate the need.

Steady progress toward a fully funded library budget that does not require a waiver request and the attendant threat of loss of certification.

Continue to improve customer service in every department.

Continue to inform Tewksbury residents about the library program, services, and activities through the wide use of traditional media, social media and other sources as they become available.

Due to continued economic hardship, the library applied for its fifth consecutive waiver from the MA Board of Library Commissioners in October. The library will be notified of its waiver status in February 2012.

A number of building repairs were made this year including: repair to the brick walls along the ends of the Library; installing a concrete drain under the service entrance to prevent water from seeping into the building; preventative and repair work to the HVAC system and replacing a section of pipe that had corroded. The Trustees are committed to being good stewards of this beautiful building in Tewksbury, and will continue to work with Town officials to maintain the investment the community made twelve years ago.

The Trustees thank the Friends of the Tewksbury Public Library for their funding support for the large variety of lectures, classes and performances that the Library is able to offer for the community. Without the fundraising efforts and generosity of the Friends, the frequency and scope of these events would not be possible. The Trustees are also indebted to our base of volunteers who help to shelve materials, and assist in other ways behind the scenes at this busy library.

Clerical Staff member Judy Bangs retired on January 31, 2011. Jeannine Briley was subsequently hired to fill this position. Although the Library is still short one full-time position, the entire staff worked hard to achieve our goals this year.



It is projected that 2012 will continue to be economically challenging to the Town and the Library. Library staff members, Trustees and Friends of the Library are committed to providing the best library service possible to Tewksbury residents.

The Trustees thank the library staff for their excellent service:

**Director:** Diane Giarrusso  
**Executive Secretary:** Mary Toombs  
**Librarians:** Noelle Boc, Children's  
 Robert Hayes, Technical Services  
 Freyja Sanger, Reference  
**Specialists:** Amy Martin, Children's  
 Joyce Salvato, Technology  
**Clerical Assistants:** Jeannine Briley Gail Holland  
 Jennifer Burke Helen Mooney  
 Jill Connolly Joanne Toppin  
**Maintenance:** Michael Deshler

**Library Hours for 2011:**

Monday – Wednesday 10 a.m. to 8 p.m.  
 Thursday – Friday 10 a.m. to 5 p.m.  
 Saturday 9 a.m. to 5 p.m.  
 Closed Saturdays in June, July and August.  
 Closed Sundays

Important 2011 Statistics:	
Size of physical Collection: 93,254 items	Number of Items Borrowed: 237,338
Size of electronic book Collection: 1869 (there were 19 electronic books available in 2010)	Number of electronic books Borrowed: 2205 (a 64% increase from 2010)
Classes/Events Offered: 339 (negligible increase from 2010)	Attendance at Classes/Events: 13,055 (a 34% increase from 2010)
Number of Online Databases Purchased: 10	Staff Size in FTE's: 14

**Value of Library Services:**

Here's a new way to look at library activity, based on the return on the Town's investment to the Tewksbury Public Library. For every tax dollar allocated to the library in FY2011, residents received over \$5 in library service in return.

**Calculate the Value of Services Used at Your Local Library with MLA's Online Spread Sheet**

Please input in the leftmost column the number of times you or your family have used the library services described below to learn how much it would have cost to purchase these services at estimated retail values.

Input Your Quantity of Use	Library Services FY11 Tewksbury Public Library	Retail Value (average)	Value of Services
151671	Books Borrowed	\$14.50	\$2,199,230
5225	Magazines Borrowed	\$5.00	\$26,125
2205	Electronic Books Borrowed	\$7.00	\$15,435
4160	Newspapers browsed (minimum)	\$9.50	\$39,520
56401	DVDs Borrowed (e.g., Blockbuster)	\$4.00	\$225,604
22310	Audio Borrowed (books on CD & music CDs)	\$9.95	\$221,985
1472	Museum Passes Borrowed	\$30.00	\$44,160
53059	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,326,475
4540	Meeting Room Use per Hour	\$25.00	\$113,500
684	Auditorium Use per Hour	\$250.00	\$171,000
2112	Adult Programs Attended	\$15.00	\$31,680
11019	Children's Programs Attended	\$7.00	\$77,133
17006	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$204,072
6310	Online Magazine or Newspaper Article	\$2.00	\$12,620
8983	Reference Questions Asked	\$7.00	\$62,881
<b>Total Value</b>			<b>\$4,771,419</b>

**Total Municipal Appropriation in FY11 \$917,890**  
**Value of Library Service per dollar appropriated \$ 5.20**

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Information acquired from FY11 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records  
 DG 10/2011

Respectfully Submitted,

Joseph Frank, Chairperson

Diane Giarrusso, Library Director



# Council On Aging

As noted each year, the Council on Aging (COA) mission is to enhance the lives of Tewksbury Senior Citizens by identifying their needs and developing programs, activities, community involvement and resources to provide them with an independent and enriched quality of life.

The Senior Center is open: Monday – 8:00 AM to 9:00 PM; Tuesday – 8:00 AM to 6:00 PM; Wednesday and Thursday – 8:00 AM to 4:00 PM; and, presently closed on Fridays. However, hours do vary depending on activities taking place during the evenings and on weekends.

The Senior Center is a satellite site for the Merrimack Valley Nutrition Project (MVNP). Congregate meals are served Monday through Thursday at 11:30 AM. A two day advance reservation is required; and, a \$2 donation is suggested. The MVNP also provides “Meals on Wheels” to home bound elders Monday through Friday. At present there are 72 Tewksbury elders receiving meals (approximately 3,750/year). These meals are delivered by volunteer drivers many of whom are elderly themselves. These volunteers deliver meals in the heat of the summer and the cold and blustery days of the winter. Emergency and extra meal packets are distributed to the home bound for holidays and in the event of school cancellations.

Numerous programs are offered at the Center which are geared to ensure both the physical and mental well being of our elderly. There are 16 exercise classes and 11 classes in the arts held during the week all of which embrace the essence of that “greatest generation” and aid in keeping alive the spirit, creativity, stamina, good health and productivity of our elderly. The Senior Center avails our elderly the opportunity to gather amongst others of the same age with similar interests and, unfortunately, similar ailments. The Senior Center offers them an environment of friendship and understanding, of compassion and empathy...components that are not always present in our younger generation mainly because they have not experienced the trials and tribulations of those “golden years”.

Participants may sit leisurely in the Senior Center library and quietly read a book or utilize the computers. They can play a game of whist, cribbage, dominoes, billiards or the ever popular bingo. They can attend an educational lecture or seminar, join a support group or obtain information on resources available to them. They can also browse in the Upscale Consignment Boutique or the Snooti Patooti Gift Boutique. Proceeds from these shops benefit the Senior Center through a Revolving Account which provides funds for repairs, for services and for the purchase of supplies. Both shops and most all activities provide opportunities for our elders to volunteer. In fact the Department of Aging is basically comprised of volunteers.

The department operates with two Town employees, the Director and the Building Maintenance Person, 12 professional instructors and over 100 volunteers saving the taxpayers hundreds of thousands of dollars. The benefit of volunteerism is twofold for it also enables our Senior Citizens to keep busy and at the same time contribute to the community. Most volunteers create an investment in the Senior Center for they look at the Center as their second home. They work hard and play heartily; and, take pride in their accomplishments.

During this past year over 400 elders received assistance with their income tax returns, fuel assistance applications and medical insurance counseling. Such services are provided by AARP Volunteers, Elder Services of the Merrimack Valley SHINE Volunteers and the COA Director. Another frequently used service is that of the Health Department’s Public Nurse, Virginia Desmond, whose assistance to our elderly is invaluable.

The Council, staff and Seniors also take pride in the fact that they service all the residents of the Town of Tewksbury. An example would be the recent use of the Senior Center as an Emergency Shelter during the unexpected October storm. Through the efforts of the Town Manager, Civil Defense, Fire, Police, Health and COA departments, the shelter served approximately 61 people during those three days that the majority of Tewksbury residents were without power. Some slept over, some came for a hot meal and others dropped by to charge their cell phones.

The Senior Center, as many know, is a polling site for elections. Town Manager holds his project and staff meetings at the Senior Center as does many other Town boards, committees and organizations. Regional entities such as MEMA and the Better Business Bureau have also conducted community meetings at the Center.

The Senior Citizens through the Friends of the Elderly have raised funds to support the programs and activities at the Senior Center; and, have contributed to various charities and causes throughout the year whereby providing our elders many opportunities to help the community and to keep their minds and souls flourishing.

The Tewksbury Senior Center is an important and vital part of the community...a fact not truly realized by many. It offers both a friendly atmosphere as well as a productive one. It’s an oasis for those weary of heart, for those undergoing life crises, for those

seeking to learn, for those who are lonely, for those who are full of energy and enterprise and for those who want to provide a bit of sunshine to others...those who make a difference.

Respectfully submitted: Linda Ricardo-Brabant

Council on Aging 2011 Members

Chairman, Rose McKenna

Vice Chairman, Lorene Patch

Treasurer, Marie Durgan

Clerk, Joan Unger

Joanne Aldrich

Joel Deputat

Ellen (Peg) Keefe

Dvoralyn (Dee) Kerr

Warren Layne

Paul McNaught

Alternate Member

Virginia Desmond

Staff

Linda R Brabant, Director

Robert Noel, Building Maintenance

Senior Center Hours

Monday 8 AM – 9 PM

Tuesday 8 AM – 6 PM

Wednesday 8 AM – 4 PM

Thursday 8 AM – 4 PM

Friday - CLOSED

Open on evenings and weekends for special events.

Tewksbury Council on Aging

175 Chandler Street

Tewksbury, MA 01876

Tel: 978-640-4480

Fax: 978-640-4483

E-Mail: [lbrabant@tewksbury-ma.gov](mailto:lbrabant@tewksbury-ma.gov)

# Tewksbury Recycling Committee (TRC)

The Recycling Committee continues to explore new ways to continue to Educate and inform the public of ways to Reduce, Reuse & Recycle here in Tewksbury.

The change-over to the one-barrel trash system has helped greatly to increase Recycling by the Townspeople. We have moved from 12% prior to the introduction of the July 2009 system, to 18% currently. We applaud those that have increased their efforts to recycle in the Town.

## Zero Waste Day 2011

The Third Annual Zero Waste Day was held on 9/24/11 at the Wynn Middle School.

With over 500 vehicles coming through the line, the public responded greatly to this opportunity to donate used but still valued items to various charities. **Twenty+ tons** of potential waste was diverted from our waste stream and put to good use with this event. Zero Waste Day 2012 will be held on Saturday, September 22nd at the Wynn Middle School and we encourage all to participate !

## Scholarship Awards

Two \$ 750.00 scholarships were awarded to Emily Parker and Andrea Caprio as graduating seniors, in the name of the Tewksbury Recycling Committee and Allied Waste. All Tewksbury seniors are eligible for our yearly scholarship, regardless of where they attend high school. Applications can be found in the High School Guidance Department and at: [www.tewksbury.info](http://www.tewksbury.info).

Deadline for applications is April 5th, 2012

## Recycling in Schools

The *Paper Retriever* continues to thrive in both our school system and the Town itself. All schools participate and generate modest income from this program.

In 2011 a total of **188 tons** of paper was collected in our town! The benefit to the Town is the reduction of tipping fees that would correspond to the tonnage collected in these bins (more than \$ 13,000.00) We encourage all residents to drop off all newspapers, magazines, junk mail and any paper products for recycling at any of the schools in town.

## Got Books Bins:

There are Got Books containers in four locations in Tewksbury: The Wynn Middle School, the Dewing School, Town Hall and Pete's Variety store. For the 2011 Calendar year these containers collected over **53 tons** of books. Once again, this is a way to recycle and reuse items while also reducing the tonnage/expense associated with the collected materials. (approx. \$ 3,870.00)

## Ryan School Green Team

The Green Team is a hands-on recycling program at the Ryan School. Team Leaders educate and involve the 5<sup>th</sup> and 6<sup>th</sup> graders in all levels of recycling. The TRC supports their endeavors in a variety of ways including paying for prizes for their environmental T-shirt contest and paying for the T-shirts too.

## Library Media Center:

The TRC website and Media Center and information center continues to provide updated information and improved methods of dissemination of information.

Our thanks to TRC member Sean Czarniecki for keeping our website current.

## Newspaper Articles and The Patch on-line news

The Committee periodically submits articles to local newspapers and on-line news sites to inform residents about current events & information concerning recycling. In 2011 we launched our Facebook page which provides a greater outreach to the Community.

'Like' our page to keep up to date !

## Nike Re-use a Shoe Program: December 2011

The Second Annual Sneaker Drive Event was held at the Public Library. 500 pairs of USED sneakers were collected and sent to Nike to be ground-up and reused in playground areas, to re-surface running tracks and basketball courts. Approx. one half ton of sneakers were not only kept out of the waste stream, but recycled and reused. Due to the continued positive response to this program, we are negotiating with NIKE to have a confirmed Annual Drive.

Residents who participated were given a TRC tote bag for their day-to-day use

TRC members Kristin Smith and Loretta Ryan held the event, with help from TMHS Sophomores Adam Rekkbi, Brian Nguyen and Mackenzie Ryan.



## **Budgetary Allowances**

The Committee purchased or supported:

- (1) Attendance at seminars such as: Toxic Action Center Conference
- (2) Recycle tote bags to be used at various TRC events
- (3) Purchase of 1000 recycling stickers for use by Residents
- (4) Prizes for the Ryan Green Team T-shirt contest
- (5) T-shirts for the Green Team at the Ryan School
- (6) Reusable signage for Zero Waste Day

## **Additional On-going Recycling in Town:**

### **Mercury Drop-off Program:**

Residents are able to drop off their old mercury thermometers and Thermostats to keep them out of the Waste Stream to the Board of Health located in the Senior Center, 175 Chandler Street. Hours for drop-off are: Mon. – Thurs. 8:00 AM-9:30 AM & 2:30 PM-4:00 PM. Items can also be dropped off to the Building Department located at the Dept. of Public Works at 999 Whipple Road. Hours are Mon. – Thurs., 8:00 AM – 4:00 PM. Fluorescent light bulbs can be dropped off for recycling at Aubuchon Hardware during regular business hours.

### **Rechargeable/Recyclable Batteries**

Rechargeable batteries and button cell batteries can be dropped off at multiple locations throughout Tewksbury, including both town hall and the library. All other batteries can be discarded in trash. Batteries are turned in for recycling and thus kept out of the waste stream.

### **Aluminum Tab Collection**

The TRC is collecting pull-tabs from aluminum cans. They can be turned in at the TRC station at the library. These items are then donated to the Shriners.

### **Festival of Trees**

Once again the TRC participated in the Festival of Trees held at the Public Library. The tree was adorned with recycling messages and natural ornaments. Our thanks to TRC member Pam Meroski for finding the time to set-up, take-down and decorate our tree.

### **Current 2012 Initiatives:**

- (1) Research educational programs to support recycling in schools
- (2) Continual updating of both the TRC website and information center
- (3) Planning and involvement in Zero Waste Day 2012
- (4) Battery Recycling Program
- (5) Styrofoam collection day

On behalf of the Recycling Committee, I would like to take this opportunity to thank the members of the Recycling Committee for their dedication and hard work and the Committee would like to thank the residents of Tewksbury who take the time to recycle and urge other residents to participate in this worthwhile program.

**Loretta Ryan**

Chairperson: Tewksbury Recycling Committee

# Historical Commission

The Tewksbury Historical Commission is established by Massachusetts General Laws as accepted by Town Meeting. Its duties are directed toward the purpose of "preservation, protection, and development of the historical or archeological assets" of the town of Tewksbury. Since the Commission's last reporting, it has been engaged in several directed toward safeguarding and promoting appreciation of Tewksbury's heritage. The Commission and the Town accepted the professional survey of architectural and historic resources in the town prepared by TTL Architects, the Preservation Consultant funded by a Commission Community Preservation Grant. It is be available on the Town Web Site. One hundred and seventy five (175) buildings and sites have been covered and subject to Form B reports. The survey is generating significant information and discoveries and will be a potential gateway for future grants and other funding. It would also be the foundation for future preservation planning. In a sense, the survey will never be "complete". It is intended for supplementation with new additional information. The commission looks forward to tapping in to some of the knowledge we know is out there and reviewing suggestions for corrections and additions.

During the past year, the Commission fulfilled its responsibilities under the town's Demolition Delay By-Law, reviewing 17 applications in 2011 In this connection, preservation of the 1906 General Adelbert Ames Castle at the top of Catamount Street will be a priority focus of the Commissions attention. The owner was a Civil War hero who later became a prominent industrialist and politician. The building is in a good state of original preservation. The building is currently under Demolition Delay Commission and the Commission hopes to use that space to help find and mobilize support for a suitable and economically sustainable adaptive use. The commission considers this property a significant marker for the Town's commitment to Historic Preservation,

The Commission is continuing efforts to designate historic buildings with identifying markers. The program's goal is to increase awareness of Tewksbury historic building and sites by making a standard design sign available. Signs are currently available at a cost of \$70.00. More than twenty signs obtained through the Historical Commission have been placed on historic buildings in Tewksbury. Inquiries about obtaining signs and sign applications may be directed to the Commission Chairman or any member. The sign application will also be available on the Commission Web site which is found with the Town's web sites.

The Commission usually meets on the Third Monday of alternate months at the History Room of the Public Library. The Commission is appointed by the Selectman and welcomes new interest in serving. If you have interest in helping preserve Tewksbury Historic Heritage, please contact a Commission member or the Board of Selectmen

## TEWKSBURY HISTORICAL SOCIETY SUPPLEMENT

The Commission coordinates activities with the Tewksbury Historical Society, a non-profit corporation which has grown to more than one hundred and twenty five members. The following supplement was submitted by the Society:

*"The **Tewksbury Historical Society** has regular membership meetings which are always open to members of the public. Regular exhibits are held through out the year in the Local History Room of the Tewksbury Library to display Tewksbury history. The Tewksbury Historical Society is the official repository for Tewksbury artifacts and photographs in Tewksbury. The public may view these photographs of Tewksbury's past at the Local History Room every Tuesday from 3:30 to 5:30pm. We can help you solve history questions about Tewksbury history. Visitors and members are encouraged to donate items of Tewksbury history for preservation. These will be used to exhibit Tewksbury history. The Society is a non-profit (501C3) organization. Donations made to the Society are tax deductible. You may reach us by mail at: Tewksbury Historical Society, P.O.Box 522, Tewksbury MA 01876 or by emailing us at [tewksburyhistoricalsociety@msn.com](mailto:tewksburyhistoricalsociety@msn.com). Our websites are [www.tewksburyhistoricalsociety.org](http://www.tewksburyhistoricalsociety.org) or [www.tewksburyhistoricalsociety.com](http://www.tewksburyhistoricalsociety.com)". Phone contacts are call Sandra Mouser at 978 851 4966 or Dave Marcus at 978 388 7262. Society has scheduled a n number of touts and event for the year which can be found on the website.*

The Historical Commission would also appreciate being contacted about preservation issues including any Historical or Archeological asset which may be threatened or unknown to us. The Commission can be reached by calling Chairman James J. Gaffney III at 978 640 0200 or contacting one of the other members.

Respectfully Submitted,  
THE TEWKSBURY HISTORICAL COMMISSION

James J. Gaffney, III, Chairman <a href="mailto:jgiiiilaw@verizon.net">jgiiiilaw@verizon.net</a> (978) 640-0200	William J. Wyatt <a href="mailto:Wjwyatt01@comcast.net">Wjwyatt01@comcast.net</a> (978) 640-0658
Keith Rauseo, Vice Chairman <a href="mailto:krauseo@comcast.net">krauseo@comcast.net</a> (978) 851-7545	Warren Carey , <a href="mailto:lizwarrencarey@gmail.com">lizwarrencarey@gmail.com</a> (978)851-9165
Eileen McDonagh, Secretary (978) 851-6076	Thomas Churchill <a href="mailto:t.churchill@comcast.net">t.churchill@comcast.net</a> (978) 640-6927

# Safety

*Fire Department*

*Police Department*

## Fire Department

There have been some changes to the Tewksbury Fire Department in the past year. Michael Hazel was promoted to Chief of Department following the retirement of Chief Richard Mackey. Albert Vasas was promoted to Deputy Fire Chief. Jon Viscione was promoted to Fire Captain. James Giasullo was promoted to Fire Lieutenant. With the additional retirements of Russell Gourley, Jr. and Vance Vonkahle the Department was in need of three new firefighters to maintain staffing at 50 sworn members. In November 2011 Michael Giasullo, Robert Keddie, and James Fitzpatrick were hired through the Massachusetts Civil Service process as full-time firefighters.

In July the Department received and put into service a new 2011 Horton Type III Ambulance. In October a new command vehicle was put into service after our existing vehicle was struck by an intoxicated driver while parked with its emergency lights on at an accident scene on Route 93. Fortunately no one was injured in the secondary crash and insurance covered all but \$1,880 of the total loss of the vehicle.

On an annual average, from FY'08 through FY'11, the Department's ambulance service responded to 2,700 medical emergencies with 1,937 resulting in transportation of the sick or injured to the hospital. Many of these calls happen at the same time as other incidents or service calls. Through the cooperative efforts of the Department of Public Works, Police Department, and the Shawsheen Technical High School Auto Body Program our Department was able acquire an additional emergency response vehicle for use in our South Fire District. This was done at minimal cost to the Town. Under our operational model, when all stations are open and a second ambulance is needed for a medical emergency, the firefighters from the South Station engine company, Engine 2, staff the secondary ambulance and respond to the emergency. The fire officer assigned to that engine now has the ability to respond to one of the calls in progress or any additional call that comes in. This efficiency is one of several that have been employed in recent months to help the Department maximize its effectiveness and response capabilities while working within budget constraints.

The Tewksbury Fire Department expended \$5,415 received from a State grant for the education of students in the area of fire and life safety. Through the Student Awareness of Fire Education Program (S.A.F.E.) firefighters visited the elementary schools and instructed children in fire safety. The program also provided for our National Fire Prevention Week activities in October which included a fire station Open House and several safety fairs at local businesses. Through efficient use of our grant funds and the continued support of local businesses, civic organizations, and community volunteers we look forward to expanding our Fire Prevention and S.A.F.E. programs in 2012. We are very fortunate to have dedicated staff firefighters who volunteer to participate in these and other Department and community based programs. Among the those volunteers are Firefighter/EMTs Christina Merrill, Daniel Sawicki, Thomas Murphy, Richard Hamm, Timothy Holden, Joseph Fortunato to name a few.

There were three residential fires in Tewksbury during the last week of May. Of those three fires, two of the homes did not have any working smoke or carbon monoxide detectors. Please take a moment to ensure your smoke detectors and carbon monoxide detectors are in place and operable; they are your first line of defense 24-7!

The Tewksbury Firefighters, Local 1647, continues to sponsor a File of Life Program. This program will provide Tewksbury residents who have a significant medical history the opportunity to compile this information in a readily accessible and standardized format. To participate in this program please call (978) 640-4410 and ask to receive the File of Life; its free to you or your family members and it works!



# Fire Department Roster

<b>FIRE CHIEF:</b>	Michael Hazel	1988		James Fitzpatrick	2011
<b>DEPUTY CHIEF:</b>	Albert Vasas	1989		Joseph Fortunato	2001
<b>CAPTAINS:</b>	James Bruce	1995		John Fowler	2004
	Michael Callahan	1989		Michael Giasullo	2011
	Michael Sitar, Jr.	1982		Joseph Gillis	1997
	Jon Viscione	1985		William Gosse	1998
<b>LIEUTENANTS:</b>	William Brothers	1997		Richard Hamm	1987
	Robert Calistro	1998		Timothy Holden	1994
	David Carney	1995		David Karlberg	2001
	James Giasullo	1988		Joseph Kearns	1995
	Jeffrey Giasullo	1995		Robert Keddie	2011
	Donald Greer	1986		Dale Lawrie	2000
	Paul Guttadauro	1994		David Levy, Jr.	1997
	Brian Hurley	1989		Robert Little	1984
	Scott Keddie	1987		Brian Mackey	2009
	Gary Kerr	1988		Christina Merrill	2003
	Russell McGlaulin	1989		Michael Merrill	2004
	Timothy Niven	1985		Thomas Murphy	2004
<b>FIREFIGHTERS:</b>	Scott Austin	2003		Stephen Powers	1982
	Patrick Brothers	1995		Alan Rosemond	1989
	Joseph Dogherty	1986		Kenneth Sandberg	2003
	Patrick Doherty	1997		Daniel Sawicki	2004
	Todd Elliott	2006		Daniel Sitar	1987
	Oscar Forero	1985		Daniel Small	1988
			<b>SECRETARY:</b>	Steven Spencer	2002
				Daniel Yost	2004
				Susan Perry	

## Incident Analysis/ Permits and Inspections

Incident Analysis	2011
Ambulance Calls	2,879
Responses to Fire	101
Rescue/Assist Ambulance	2,282
Hazardous Condition	133
Service Calls	648
Good Intent Calls	107
False Alarm	434
Other Type of Incident	42
Carbon Monoxide Incident	75
<b>Department Responses</b>	<b>6,701</b>
<b>Permits &amp; Inspections</b>	<b>1,958</b>

Department Responses	Total
1980	2,161
1990	3,160
2008	5,998
2009	6,115
2010	6,454
2011	6,701

# Police Department

## Police Department Roster

<b>Chief of Police:</b>	Timothy Sheehan	1987	Kimberly Riccardi	2002
			Arthur Piccolo	2002
<b>Deputy Chief of Police:</b>	John Voto	1996	Eric Hanley	2002
			Chris Scott	2002
<b>Administrative Director:</b>	Matthew Small	1997	Jennie Welch	2003
			Karen Capuano	2003
<b>Lieutenants:</b>	James McKenna	1980	John Casey	2003
	Robert Stephens	1996	Robert Bjorkgren	2003
	Ryan Columbus	2000	Alysia Russo	2008
	Scott Gaynor	1996	Michael Donovan	2008
	James Williams	1996	Paul Nicosia	2008
	Thomas Casey	1999	James Ryser	2008
			David Miano	2010
			Michael Newcomb	2010
<b>Detective Lieutenant:</b>	Ryan Columbus	2000	Christopher Lefebvre	2010
			Patrick Connor	2010
<b>Sergeants:</b>	Robert Field	1996	Ariel Montas	2010
	Timothy Kelly	1995	Edward Jackman	2011
	Mark Perry	1988	Paul Morris	2011
	Chris Coviello	1989	Andrew Richardson	2011
	Steven Torres	2000	Christopher Byrne	2011
	Thomas Cooke	2002	David Duffy	2011
	Brian Warren	1988	Michael McLaughlin	2011
	Joseph Kelley	2004		
	Walter Jop III	2000		
	Patrick Harrington	2003	<b>School Resource Officer:</b>	Kathryn McLeod 1996
<b>Court Prosecutor:</b>	Brian Warren	1988	<b>Safety Officer:</b>	Jennie Welch 2003
<b>K-9 Officer:</b>	Albert Piccolo	1995	<b>Dispatch Supervisor:</b>	Edward Sullivan 1994
<b>Detectives:</b>	Michael Sheehan	1988	<b>Dispatchers:</b>	Garin Worth 1997
	Andre Gonzales	1995		Karen Poisson 1997
	Jessica Mulvey	1996		Kimberly Griffin 2001
	Keren Reese	1996		Lauren Mackey 2005
	Peter Regan	2003		Jason McNamara 2008
	Douglas Pratt	2004		Matt Carapellucci 2008
	Dennis Peterson Jr.	2004		Joseph Newton 2010
	Brian Farnum	2004		Christine Cicero 2010
	Brian O'Neill	2005	<b>Reserve Dispatchers:</b>	TJ Cooper 2004
<b>Evidence Officer:</b>	Andre Gonzalez	1995		Robert Joyce 2010
<b>Detective/Juvenile:</b>	Michael Sheehan	1988		William Tarpey 2010
				Colin Trelegan 2010
<b>Patrol Officers:</b>	Kevin Reese	1989		Erica Vozzella 2010
	James Hollis	1995	<b>Executive Assistant:</b>	Alice Kennedy 1996
	Daniel Kerber	1995	<b>Secretaries:</b>	Eileen Newton 1987
	Kathryn McLeod	1996		Patricia Stotik 1995
	Markus McMahon	2001	<b>Facility Maintenance:</b>	Jack Crowe 2006
	Albert Piccolo	2002		

**Reserve Police Officers:**

Matt Carapellucci  
TJ Cooper  
Joseph Delucia  
Cindy Dicalogero  
Pat Doherty  
John Donoghue  
Deb Evans  
Jack Farrell  
Joseph Fortunado  
Bob Fowler  
Phil Gath  
George Hazel  
Victor Hidish  
Mark Hildebrand  
Rick Hopkinson  
Phil Hyde  
John Jarek  
Matthew Jarek  
Steve Kandrotas  
Scott Keddie  
Alice Kennedy  
Deborah Kenney  
Dave Levy Sr.  
Edward Martin  
McCarthy, Brian  
Sharon McClafferty  
Jason McNamara  
Beverly Mosher  
Joseph Newton  
James O'Hare  
Steve Pelrine  
Karen Poisson  
John Powers  
Steve Powers  
Paul Ringwood  
William Schwalb  
Daniel Sitar  
Robert Westaway  
Jack Whitehouse  
Mark Wood

## Crime Statistics

Forcible Rape	15
Robbery	11
Assault Aggravated	77
Assault Simple	177
Assault Intimidation	108
Burglary/Breaking and Entering	158
Shoplifting	95
Theft from building	121
Theft from m/v	119
Theft of m/v parts	0
Thefts all others	274
Theft of motor vehicle	32
Counterfeiting/Forgery	43
False Pretense/Swindle/Confidence Game	61
Credit Card/Automatic Teller Fraud	30
Embezzlement	5
Destruction/Damage/Vandalism of Property	216
Drug/Narcotic Violations	122
Statutory Rape	4
Bad Checks	4
Disorderly Conduct	39
Driving under the influence	78
Drunkenness	76
Trespassing	15
Liquor Law Violations	32
All Other Offenses	477
Arrests	693
Citations	3311
Alarms	1125
Reports	2209
Building Checks	19051
Accidents	898
Call Volume	14750



# School Department

*Superintendent of Schools*

*Scholarship & Education Fund  
Committees*

*General Information*

*Enrollment by Schools*

*School Roster*

*Shawsheen Valley Regional  
Vocational / Technical School  
District*

## Superintendent of Schools

### Introduction

Although the national economy bottomed out in 2010, Massachusetts fared better than most. The strong research base in electronics, technology, medicine, and pharmaceuticals, combined with a housing market which escaped the virtual collapse seen in other states, lessened the financial impact on municipalities and school districts across the Commonwealth.

Although faced with a significant deficit that could have resulted in the loss of staff, services, and programs, the school district and municipal government worked in partnership to lessen the effect of declining federal and state support. By shifting municipal resources to the school district, we were able to “balance the budget” which enabled us to maintain staff and provide quality educational programs for our children.

This year saw two significant events in the evolution of the new Tewksbury Memorial High School. State and local officials, community members, students, parents, and teachers participated in both the ground breaking and topping off ceremonies for the new school. From the initial shovel full of dirt up to present can best be described as amazing! The new school now dominates the landscape and impresses all who travel past. We are on course to open the new Tewksbury Memorial High School in August 2012.

### Personnel

The process of change continues in the Tewksbury Public Schools. After fourteen years of stellar service, John “Jack” Quinn decided to retire to spend more time with his grandchildren and family. Jack’s exceptional leadership, especially through the daunting approval process for the new high school, was invaluable. During his tenure, he oversaw the construction of the John F. Ryan Elementary School and the renovation of the John W. Wynn Middle School. In addition, he successfully spearheaded the annual school budget through the rigorous, and at times contentious, Town Meeting process. Jack was very proud of the fact that during his tenure, the school district ended the fiscal year with a small surplus.

Also retiring was long-time Director of Maintenance, James “Jimmy” Sharkey. Food Service Director, Karen Chanaki, resigned to pursue other employment opportunities. Other administrator turnover included the departure of Robert LaRoche, Principal of the Loella F. Dewing Elementary School, and Edward Foster, Principal of the Louise Davy Trahan Elementary School.

### Faculty

The following faculty members retired at the conclusion of the 2010-2011 school year:

Ethel Chace – Math teacher at Tewksbury Memorial High School after 10 years.

August Jardin – English and Social Studies teacher at the John F. Ryan Elementary School after 37 years

Mary Pepin Kennedy – Learning Specialist at Tewksbury Memorial High School after 29 years.

Steven Levine – Physical Education teacher at Tewksbury Memorial High School after 38 years.

Marie Maranville – Elementary Music teacher at the North Street and Loella F. Dewing Schools after 16 years.

Pamela McDade – English teacher at the John F. Ryan Elementary School after 32 years.

Stephanie Pagiavlas – Special Education teacher at the John W. Wynn Middle School after 35 years.

Patricia Stratis – Elementary teacher at the Loella F. Dewing Elementary School after 30 years.

### Staff

Anne Duncan – Financial Clerk at the Central Office after 38 years.

John (Jack) Quinn – Business Manager at the Central Office after 14 years.

James Sharkey – Director of Maintenance, District-wide, after 14 years.

We offer our thanks and appreciation to all of our retirees. Their work has impacted countless children and has had a profound impact on the Tewksbury Public Schools. We wish them the best in their retirement.

**Curriculum and Assessment**

The district’s curriculum serves as a guide and helps teachers to plan their day-to-day instruction. The curriculum provides a clear description of how each area of study is organized and how it connects with what is taught in other subject areas and classes. It also provides direction on what is most important for students to learn.

Each subject area is reviewed on a regular, rotating basis to help ensure the district’s curriculum remains current and effective, and that the intended curriculum is the curriculum which is embedded in the classroom. The two phases of the process are known as Program Design and Implementation & Monitor and Adjust. Both processes are described below:

***Program Design and Implementation*** – There are several steps to complete in this phase of the curriculum-review process.

An internal Subject Area Review Committee (SARC) collects and evaluates data to be used when the curriculum area enters the review process.

A curriculum committee (SARC) comprised of district teachers, administrators, and the assistant superintendent solicits input from staff and the public. The Committee gathers research material, analyzes the subject area, and develops recommendations. Residents are given an opportunity to comment on the newly proposed curriculum material adoption. Early in the process, the Tewksbury School Committee also has an opportunity to provide input.

The recommendations of the curriculum committee are presented to the superintendent.

The recommendations of the superintendent are sent to the School Committee for review and approval.

After Committee approval, curriculum guidelines are developed that identify the content and skills students should learn for each grade level.

Professional development opportunities are provided for teachers to be trained to effectively implement the new curriculum and resources in their classrooms.

***Monitor and Adjust*** - As teachers use the curriculum in this next phase of the process, they collect data about student performance to make sure the curriculum guidelines are having a positive impact on student achievement. If not, the guidelines are reviewed and adjusted. This information forms the foundation for the internal review teams when the curriculum begins the next review cycle.

This ongoing process ensures the curriculum stays relevant and effective. This year, under the leadership of Loreen Bradley, Assistant Superintendent for Curriculum and Instruction, the district has adopted and implemented a new elementary mathematics series in all K – 5 classrooms.

**Massachusetts Comprehensive Assessment System (MCAS)**

This Spring, the Massachusetts Comprehensive Assessment System (MCAS) results revealed some encouraging data for our district; e.g., combined Advanced & Proficient aggregate scores increased in 11 of the 17 categories. However, student achievement data for our sub-group populations continues to lag behind in all of the tested content areas. In an effort to address some of these concerns, budgetary requests focused on the replacement of outdated textbooks, a review of the service delivery models presently being utilized to service our sub-group populations, and the expansion to our district-wide Response to Intervention initiative at the middle and high school levels. Curriculum teams, at each grade level, have begun to tackle the daunting task of aligning our present curriculum with the newly adopted Common Core State Standards in English Language Arts and Mathematics. We have targeted this as a top priority for our district!

**School Department Budget**

The budget for the 2011 school year was \$43,508,680 or a decrease of \$533,647 (1.2%) as compared to the amount expended in the prior year. Despite the budgeted decrease, the school department was able to end the 2011 school year modestly favorable to budget while preserving staffing levels, maintaining school facilities, and providing our students with a quality educational



experience. During the 2010 and 2011 school years, the school department was fortunate to receive Federal Grant funding in excess of \$1,860,000 (ARRA & IDEA grants) which enabled the district to initiate several new programs throughout the district; many of which provided services to students who would have previously required private school placement.

The budget for the 2012 school year is \$44,511,234 or an increase of \$1,002,554 (2.3%) as compared to the prior year budget. ARRA & IDEA Federal Grant funding that was received in previous school years no longer exists for the 2012 school year. As a result, personnel costs that were previously absorbed by these grants must now be absorbed by the schools operating budget. Given the increased funding levels for the 2012 school year, the School Committee and our School Administration feels confident that they can continue to maintain staffing levels and provide our students with a quality educational experience.

#### **John and Abigail Adams Scholarship**

The John and Abigail Adams Scholarship provides a tuition waiver for undergraduate education at the University of Massachusetts, the state colleges or community colleges. Students qualify for the scholarship when scoring in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test: by scoring in the Proficient or Advanced category in the second subject (Math or English Language Arts); and have a combined MCAS score on their assessments that ranks in the top 25% in their school district. Congratulations to the Tewksbury Memorial High School award recipients:

Lauren Andella	Kimberly Fairweather	Nicholas Parsons
Anthony Arcari	Colin Foley	Mark Petti
Victoria Aronson	Brian Guggen	Katherine Raneri
Olivia Bennett	Emily Guiliani	Jefferson Rauser
Kayla Benvenuto	Brian Haley	Sarah Reynolds
Jennifer Berian	Melissa Hanson	Alex Richards
Patrick Bernardo	Joseph Hulme	Eric Richards
Marie Boisvert	Brian Johnson	Elizabeth Riley
Sarah Bowden	Katie Kerber	Hannah Sedgwick
Jennifer Bowers	Nicholas LaCascia	Benjamin Setzer
Christian Cameron	Michael Layne	Ryan Sheehan
Christopher Campbell	Alexandra Locke	Nicole Smith
Andrea Caprio	Julia Loschiavo	Lauren Spencer
Chelsea Chabak	Matthew Luppi	Michael Stowell
Elizabeth Connolly	Sean MacLeod	Daniel Sugrue
Christopher Dame	Taylor Martel	Christina Tamboli
Neil Dave	Sean McCarthy	Jamie Theberge
Zachary Demarco	Tyler McQuesten	Craig Tino
Nicole Devoe	Scott Middleton	Ashley Toland
John DiGiorgio	Hannah Oliver	Kimberly Topping
Brian Donahue	Emily Parker	Leanne Tucker

#### **School Committee Recognition**

After three years of dedicated service to the Tewksbury Public Schools, Mr. Michael Kelley completed his term on the School Committee in April 2011. During his tenure, he brought a greater transparency and accountability to the School Department and the Committee. Through the departure of one member the door opens for another. In April 2011, Brian Dick was elected to the School Committee and appointed to the position of Clerk. Mr. Dick and the veteran members of the School Committee are vested in Tewksbury Public Schools and will strive to make them the best they can be!

#### **Student Services & Special Education**

During the 2010-2011 school year, the Tewksbury School District continues to provide special education and educationally-related school services to over 780 students between the ages of 3-21. This represents approximately 18% of our total student population. These students have been identified through a comprehensive referral and evaluation process, and classified in one or more of the 14 areas of disability, as defined in the state and federal regulations. The services provided by the Tewksbury School District are individually determined by a team of people, including parents, and are designed to ensure that each child's educational needs are met within the least restrictive environment (LRE), to the greatest extent that is possible and appropriate. The Tewksbury School District also implements Response to Intervention (RtI), which also works to provide services to children in a less restrictive environment.



A full range of special education and educationally-related services is available to Tewksbury students through our community-based preschool program, the PreK-2 Dewing School, and the Heath Brook School. These services are described on the District's website and at each individual school.

Through our local Child Find Program, referrals for students between the ages of birth and 21 who are suspected of having an educational disability can be made at any time by contacting the case manager or principal at each of the Tewksbury schools, the superintendent, or by contacting the Student Services & Special Education Office. Child Find screening is held once a year at the Pre-K levels and is advertised through the local media. Additional Child Find cases are determined as issues arise.

A continuum of educational environments is available to students identified with special needs between ages of 3-21 to ensure equal access to the general curriculum. Opportunities for students include: full or part-time participation in regular classroom with consultation, accommodations and/or modification; special education instruction; small group or individual support with a resource setting, or an inclusive setting, and in some instances, placements outside the school district. Numerous educationally-related services are also available; however, these determinations are based upon students' individualized education programs. Related services include speech and language, occupational therapy, physical therapy, vision therapy, orientation and mobility training, and counseling.

The Tewksbury School District annually receives federal special education funds. Project applications are submitted to the Department of Elementary and Secondary Education for approval and funding. During the 2010-2011 school year, this entitlement money was (and is being) used to support programming for students. Special education teachers, instructional aides, and contracted consultants were hired to provide direct services to students. Direct services have included: positive behavioral interventions, teacher of the visually impaired, programming for students with autism and multiple disabilities.

#### **Virtual High School (VHS)**

The Virtual High School (VHS) Program continues to engage students in an on-line experience at Tewksbury Memorial High School. This cost-effective on-line program, affords our high school students the opportunity to engage in courses that, due to financial restraints and/or lack of resources, cannot be offered at our high school. On-line courses have included: German Language & Culture, International Business, The Glory of Ancient Rome, Advanced Placement Psychology, and Creating Art History, to name a few. In SY12-13, the new, technology-rich Tewksbury Memorial High School will open its doors and the potential for meeting the intellectual and academic needs of our students will be boundless!

#### **Tewksbury Memorial High School and Building Committee**

This has been a very exciting year for the High School Building Committee. Construction bids were opened in October 2010. CTA Construction was awarded the contract which was \$15 million under the projected budget, saving each homeowner thousands of dollars. Under cloudy skies and umbrellas, the weather couldn't dampen the enthusiasm at the Ground Breaking ceremony on October 27th. A mild winter allowed for construction to continue on schedule. This time last year, we were anticipating the delivery of steel to the construction site. Before we knew it, the last piece of steel was erected at the "Topping Off Ceremony" on May 5, 2011, completing the frame of the new high school. This construction tradition of signing the last piece of steel to become a permanent piece of the building was celebrated by administration, students and the community. After a year filled with the achievement of critical milestones, the new high school is becoming a reality for the community. Construction continues to move forward with hundreds of workers on the site each day. We look forward to opening the doors of the new 21<sup>st</sup> Century State of the Art Tewksbury Memorial High School for the start of the 2012 school year.

#### **Summary**

I am honored to associate with the Tewksbury Public Schools, its students, teachers, administrators, staff, and parents. I am committed to making a difference in our schools. Working in partnership with the entire Tewksbury community, I am convinced we can truly create excellent schools for each and every child.

Our teaching staff and administrators are rightfully proud of the work they do everyday on behalf of our children. In classrooms, on playing fields, on stage, and in counseling and health rooms, our staff creates opportunities for our children to learn, grow, and flourish. They do so despite the declining revenue, increased class sizes, and the most challenging economy in decades. This is a testament to their skills, energy, and passion.

I am honored to work for a School Committee that is tirelessly working to benefit every student entrusted to their care. I am impressed with their commitment to every child in the district. I am appreciative of the support the Tewksbury Public Schools receives from the Town Manager and his staff.

I, along with Assistant Superintendent for Curriculum and Instruction, Loreen Bradley, and Business Manager, Jeffrey Sands, look forward to the challenges that lay ahead of us.

Again, I am honored to be your Superintendent of Schools.

John E. O'Connor, Ed.D.  
Superintendent of Schools

# Community Scholarship Awards

We are pleased to acknowledge the businesses, the individuals, the community organizations, the school organizations, and the sports organizations, who participated in Tewksbury's 2011 Community Scholarship Program. The commitment of the donors listed below to the students of the Tewksbury Public Schools contributes to the attainment of the personal and educational goals of the scholarship recipients. The generosity of the donors provides an investment in the future of Tewksbury. **Thank you** to each of the Scholarship Award Donors and **Congratulations** to the Scholarship recipients.

<u>Scholarship Name</u>	<u>Award Winners</u>	<u>Total Awarded</u>
Lawrence L. Day Memorial Scholarship	Brian Gugger - \$500	\$500
The Honorable James Miceli Scholarship Award	Jefferson Rauseo - \$300	\$300
Tewksbury Rotary Club Scholarship	Kim Fairweather - \$1500 Scott Middleton - \$1500 Sean MacLeod - \$1500 Ashley Toland - \$1500	\$6,000
2nd Annual Meghan McCarthy Road Race Scholarship	Lauren Melski - \$250 Jen Bowers - \$250	\$500
The Derek Aldred Memorial Scholarship	Michael Golini - \$1500	\$1,500
The George 'Timmy' Ernest Memorial Scholarship	Chris Campbell - \$500 Ryan Casey - \$500 Nicolas Cunha - \$500 Sean MacLeod - \$500 Frank Mazzei - \$500 Mark Petti - \$500 Robert Pruyne - \$500 Michael Golini - \$500	\$4,000
The Joshua Zawacki Memorial Scholarship	Joseph Hulme - \$1500 Katie Conklin - \$1500	\$3,000
Tewksbury/Wilmington Lodge of Elks #2070 Scholarship	Darlene Welch - \$500 Sean Gorman - \$500	\$1,000
Massachusetts Elks Major Project Scholarship	Neil Dave - \$500	\$500
Massachusetts Elks Most Valuable Student Award	Ashley Toland Scott Middleton	
Tewksbury Girls' Softball League Scholarship	Renee Conlin - \$700 Melissa Brown - \$400 Kayla Benvenuto - \$400 Andrea Caprio - \$300 Kailey Tirabassi - \$200	\$2,000
John F. Ryan School PAC Scholarship	Ryan Vibber - \$500	\$500
The Linda Peters Memorial Scholarship	Ryan Sheehan - \$1200 Gianna Sexton - \$1200 Michael Golini - \$1200 Lauren Andella - \$1200 Nicole Smith - \$1200 Coryana Prendable\$1200	\$7,200
The Daniel S. Gillette, Jr. Memorial Scholarship	Michael Golini - \$1000 Hannah Oliver - \$1000	\$2,000



Tewksbury Teachers Association Scholarship	Renee Conlin - \$500 Nicole Devoe - \$500	\$1,000
Kevin Tino Memorial Scholarship	Craig Tino - \$1,000	\$1,000
TMHS National Honor Society Scholarship	Victoria Aronson - \$250 Andrea Caprio - \$250 Hannah Oliver - \$250 Nicholas Parsons - \$250 Neil Dave - \$250 Hannah Sedgewick - \$250	\$1,500
The David W. Scott Memorial Scholarship	Ryan Doherty - \$1000 Nicholas Cunha - \$1000 Sean MacLeod - \$1000	\$3,000
Lowell Five Cents Savings Bank Scholarship	Victoria Aronson - \$1000	\$1,000
Holt & Bugbee Foundation Scholarship	Kailey Tirabassi \$2500 Courtney Waite - \$2500 Brian Haley - \$2500 Richard Kirby, Jr. - \$2500	\$10,000
Ron 'Ronnie' Olson, Jr. Memorial Scholarship	Sean McCarthy - \$500 Ashley Toland - \$500	\$1,000
Stoneham Savings Bank Scholarship	Sarah Reynolds - \$800	\$800
Tewksbury Youth Lacrosse Scholarship	Michelle Tully - \$250 Nicole Devoe - \$250	\$500
Jerry Murphy Memorial Scholarship	Nicholas Cunha - \$1000 Melissa Hanson - \$1000 Scott Middleton - \$1000 Sean MacLeod - \$1000	\$4,000
Stephen J. Dame II Scholarship	Nicole Smith - \$1000 Michael Golini - \$1000 Nicholas Cunha - \$1000	\$3,000
Jonathon Wolf Memorial Scholarship	Jennifer Bowers - \$500 Breanna Budryk - \$500	\$1,000
Anthony Corsino, Sr. Memorial Scholarship	Ashley Toland - \$1,000	\$1,000
Tewksbury Golden Age Club, Inc. Scholarship	Brandon Weiss - \$500 Daniel Sugrue - \$500 Jessica Fortier - \$500 Michelle Gavin - \$500 Jamie Minton - \$500	\$2,500
Tewksbury/Wilmington Emblem Club #381 Scholarship	Christina Tamboli - \$500	\$500
Deb Billings Memorial Scholarship	Heather Carroll \$400 Chris Campbell \$400	\$800
Friends of Special Ed Kidz (FOSEK) - Meghan McCarthy Scholarship	Michelle Gavin - \$250 Kim Fairweather - \$250	\$500
Coach Bob Aylward Scholarship	Anthony Arcari - \$2000	\$2,000
Edward K. Dick Scholarship	Joseph Hulme - \$2000	\$2,000
Redmen Football Club Benefactors Scholarship	Jerry Ettienne - \$2000 Daniel Sugrue - \$2000	\$2,000 \$2,000

Phillip L. French Scholarship		
James E. Brooks Memorial Scholarship	Sean McCarthy - \$2000	\$2,000
Redmen Wrestling Scholarship	Christina Tamboli - \$500	\$500
The Robert V. Horgan Memorial Scholarship	Alexandra Greene \$1000	\$1,000
TMHS Redmen Boys Basketball Booster Club	Joe Hulme \$500      Craig Semenza \$500      Sean Gorman \$500	\$1,500
James T. Sullivan, Sr. Coaches Scholarship	Sean Gorman \$300	\$300
Tewksbury Youth Football Scholarship Award	Kim Fairweather - \$250      Anthony Arcari - \$250      Michael Golini - \$250 Chris Andella - \$250	\$1,000
Tewksbury Youth Football Memorial Scholarship	Kayla Benvenuto - \$ 500      Ryan Vibber - \$500	\$1,000
Bill Bird Memorial Scholarship	Daniel Sugrue - \$500	\$500
Trahan PAC - The George S. Paul Scholarship	Renee Conlin - \$500      Colin Foley - \$500	\$1,000
Excellence in Achievement Award	Andrew Kraynick \$500	\$500
The Kevin J. O'Brien Memorial Scholarship	Michelle Gavin - \$1,000      Sean Gorman - \$1,000	\$2,000
The Self Defense Institute - Martial Arts Cultural Enrichment Award	Kelsey Coleman - \$200	\$200
Kay (Aspell) Curran Scholarship	Ryan Doherty - \$1000	\$1,000
TMHS Redmen Field Hockey Boosters Scholarship	Lauren Andella - \$300      Breanna Budryk - \$300      Liz Connolly - \$300 Allie Greene - \$300      Shelby Madore - \$300      Michelle Tully - \$300 Carolyn Phaneuf - \$300      Christina Tamboli - \$300      Alli Russell - \$300 Leeanne Tucker - \$300	\$3,000
John W. Wynn PAC Scholarship	Craig Semenza - \$500      Emily Giuliani - \$500	\$1,000
Tewksbury Redmen Softball Boosters Club Scholarship	Kayla Benvenuto - \$300      Ally Greene - \$300      Caitlin Tarentino - \$300	\$900
TMHS Redmen Girls' Basketball Boosters Club Scholarship	Jen Bowers - \$300      Liz Connolly - \$ 150      Kim Fairweather - \$300 Michelle Gavin - \$300      Lizzie Marchand - \$300	\$1,350
Tewksbury Youth Skating Association Scholarship	Nicolas Cunha, Mark Petti, John DiGiorgio, Anthony Arcari, Colin Foley	\$3,750

Tewksbury Youth Skating Association Alfred Carpenito Scholarship	Michael Golini - \$1000	\$1,000
TMHS Redmen Hockey Booster Club Scholarships	Sean MacLeod - \$250 Rob Pruyne - \$ 250 Ryan Casey - \$250 Mark Petti - \$250 John DiGiorgio - \$ 250 Sean Taylor - \$250 Frank Mazzei - \$ 250 Ryan Doherty - \$250 Mike Golini - \$250 Chris Campbell - \$250 Niko Cunha - \$250	\$2,750
TMHS Cheerleader Boosters Scholarship	Kayla Benvenuto - \$250 Rebecca Stronach - \$250 Shannon Heafey - \$250 Megan Grayson - \$250 Coryana Prendable \$250	\$1,250
Tewksbury Business Association Scholarship	Rob Wallace - \$ 500 Elizabeth Marchand- \$500	\$1,000
Tewksbury Lions Club Scholarship	Andrea Caprio - \$1000 Hannah Oliver - \$1,000 Liz Marchand - \$1000 Matthew Luppi - \$1000 Robert Wallace - \$1000	\$5,000
Tewksbury Recycling Committee / Allied Waste Scholarship	Emily Parker - \$750 Andrea Caprio - \$750	\$1,500
Dennis McGadden Track & Cross Country Awards	Jerry Ettienne - \$100 Brandon Weiss - \$100 Ryan Vibber - \$125 Daniel Sugrue - \$125 Anthony Arcari - \$125 Richard Kirby - \$150 Derrick Acosta - \$ 175 Patrick Bernardo - \$100 Michael Layne - \$200 Colin Foley - \$200 Nick Parsons - \$300 Craig Tino - \$300 Allie Greene - \$75 Andrea Caprio - \$100 Emily Giuliani - \$100 - Kim Fairweather - \$100 Nicole Smith - \$100 Lizzie Marchand - \$100 Lauren Spencer - \$125 Sarah Reynolds - \$200 Taylor Martel - \$200 Hannah Sedgewick \$200 Lauren Andella - \$200 Darlene Welch - \$200 Heather Carroll - \$200 Emily Parker - \$275 Ashley Toland - \$300	\$4,475
Tewksbury Scholarship Fund	Scott Middleton - \$250 Colin Foley - \$250	\$500
John W. Wynn Award for Leadership	Lauren Spencer - \$250	\$250
Dr. Christine L. McGrath Award for Service	Ashley Toland - \$250	\$250
Tewksbury Music Association Scholarship	Richard Kirby - \$400	\$400
T MHS P.A.C. Meghan McCarthy Memorial Award	Kelsey Coleman - \$500	\$500
TMHS PAC Scholarship	Kayla Benvenuto - \$500 Julia Loschiavo - \$500 Kim Fairweather - \$500 Jefferson Rauseo - \$500 Robbie Wallace - \$500 Liz Connolly - \$500 Christina Tamboli - \$500	\$3,500
Tewksbury Youth Girls' Basketball League Scholarship	Renee Conlin - \$500 Michelle Gavin - \$300 Andrea Caprio - \$300 Lauren Spencer - \$300 Kim Fairweather - \$300 Liz Connolly - \$200	\$1,900



Tewksbury Community of Artists Scholarship	John Willegal - \$200 Brittany Dube - \$100 Mary Bridgette Price- \$50	\$350
James Miceli Honorary Scholarship	Scott Middleton - \$750	\$750
Meghan McCarthy Memorial Scholarship	Emily Parker - \$750	\$750
Lia DeFronzo Memorial Scholarship	John DiGiorgio - \$750	\$750
Ed Flanagan Honorary Referee Scholarship	Heather Carroll - \$750	\$750
Tewksbury Youth Baseball Scholarship	Jeff Rauseo - \$500 Christopher Andella \$500	\$1,000
Tewksbury Boys' Youth Basketball Scholarship	Ryan Vibber - \$500 Patrick Taylor - \$250 Sean Gorman - \$250 Anthony Arcari - \$250 Colin Foley - \$250 Jefferson Rauseo - \$200 Matthew Luppi - \$200 Chris Andella - \$200 Craig Semenza - \$200	\$2,300
Heath Brook School PAC Scholarship	Olivia Bennett - \$500	\$500
Angela Munro Memorial Scholarship	Jennifer Buono - \$500	\$500
North Street School PAC Scholarship	Kayla Benvenuto - \$250 Kim Fairweather - \$250	\$500
Dewing School PAC Scholarship	Melissa Brown - \$250	\$250
TMHS Redmen Baseball Boosters Scholarship	Robert Wallace - \$250 Matt Luppi - \$250 Jefferson Rauseo - \$ 250 Sean McCarthy - \$ 250 Joseph Hulme - \$ 250 Chris Andella - \$ 250 Ryan White - \$ 250	\$1,750
Schlott Tire Academic Scholarship	Brian Johnson - \$500	\$500
Harvard Prize Book Award		\$0
M. "Petch" MacMaster Women in Banking Memorial Scholarship		\$0
<b>TOTAL AWARDS</b>		<b>\$127,525</b>

# Scholarship & Education Fund Committees

Keith Rauseo, Chairman

Sandra Brinquinho

Thomas Churchill

William Deignan

Dr. John O'Connor

The Tewksbury Scholarship and Education Funds came into being when the October 2003 Special Town Meeting voted to accept Mass. General Law Chapter 60, Section 3C. In early 2004, the Selectmen created the Scholarship and Education Fund Committees, which determine the criteria and distribution of awards from the funds. School Superintendent Dr. John O'Connor is a member of the Committees per state law, and the Selectmen have appointed the other members.

In May 2011, donation forms were included in property owners' tax bills. At the end of 2011, the balances in the funds were:

Scholarship Fund: \$1,093.06

Education Fund: \$2,691.89

Thank you to all the donors who have contributed to these funds even in this difficult economy. Thanks especially to Homeyer Consulting Services, Inc., which made a \$750 contribution to the Scholarship Fund for the second time. The Committee will continue to investigate other fundraising opportunities beyond the forms included with property tax bills.

The Scholarship Fund Committee awarded five \$250 scholarships at the end of the 2010-2011 school year. The Committee received 38 applications for these awards, and after a thorough review chose five worthy recipients. Because the awards exist through the generosity of the community, the Committee considered community service activities of foremost importance when making its selections, along with strong academic achievement. The 2011 winners were all honors students with exemplary participation in extracurricular activities.

The 2011 Tewksbury Scholarship Fund recipients were:

Colin Foley, 30 Homestead Lane, TMHS Class of 2011, studying Medicine at the University of Massachusetts Amherst

Stephanie Fronduto, 40 Greenmeadow Drive, Lawrence Central Catholic Class of 2011, studying Education at Boston University

Scott Middleton, 6 Sunset Road, TMHS Class of 2011, studying Sports Medicine at Boston University

Lauren Spencer, 7 Crest Road, TMHS Class of 2011, studying Journalism at Suffolk University

Ashley Toland, 85 Pennacook Road, TMHS Class of 2011, studying Pharmacology at the University of Rhode Island

In honor of former Superintendent of Schools John W. Wynn, a charter member of the Scholarship and Education Fund Committees who passed away in September 2007, the Scholarship Fund Committee created a special award designation in 2008 – the John W. Wynn Memorial Leadership Award. The Committee will attach this designation to one of its scholarship award recipients each year, in recognition of that student's achievements in the area of school leadership in academics, school life, and extracurricular activities. For 2011, the Committee named Lauren Spencer the recipient of the Wynn Memorial Leadership Award.

In honor of former Superintendent of Schools Dr. Christine L. McGrath, a charter member of the Scholarship and Education Fund Committees who retired from the Tewksbury Public Schools after the 2009-2010 school year, the Scholarship Fund Committee created a special award designation in 2010 – the Dr. Christine L. McGrath Service Award. The Committee will attach this designation to one of its scholarship award recipients each year, in recognition of that student's achievements in the areas of school and community service. For 2011, the Committee named Ashley Toland the recipient of the McGrath Service Award. In 2012, the Committee will make scholarship applications available on-line and at various locations throughout town. Any resident attending an accredited institution beyond the high school level is eligible to apply.

The Committee members would like to acknowledge and extend their gratitude to the town's financial staff for assistance during the year.

Finally, the Committee members are hopeful that our residents and business owners will continue to donate to the funds so we will be able to help our students with scholarships and help our educational system with program grants. Look for those donation forms in the May 2012 tax bills!

Respectfully submitted,

Keith Rauseo, Chairman

# School Department General Information

## Enrollment by Schools

### Tewksbury Public Schools

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP		TOTALS
CENTER	109																109
NORTH ST					169	192											361
TRAHAN					153	148											301
DEWING	25	141	179	162													507
HEATH BROOK		120	148	138													406
RYAN							347	358									705
WYNN MIDDLE									368	384							752
MEMORIAL HIGH											205	223	247	229	4		908
TOTALS	134	261	327	300	322	340	347	358	368	384	205	223	247	229	4		4049
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP		



# School Roster

## TEWKSBURY MEMORIAL HIGH SCHOOL

Dr. Patricia A. Lally, Principal

Jason Stamp, Assistant Principal

M. Eileen Taylor Osborne, Assistant Principal

### DEPARTMENT HEAD, HUMANITIES – *Ginamarie Talford*

<b>ENGLISH</b> Andrew Bellistri John Byrnes Bryan Desjardins Brian Gouthro Lynne Hardacre Christine Mulligan Cynthia Peloquin Catherine Stack Ginamarie Talford	<b>SOCIAL STUDIES</b> Brian Aylward Donna Boudreau-Hill Marc Demers Robert Doolan Sharon Milenavich (part-time) Peter Molloy Dustine Puma Thomas Ryan Nadine Sutliff
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### DEPT. HEAD, MATHEMATIC, COMPUTER PROGRAMMING, BUSINESS, & ART– *Shelli-An Ryan*

<b>MATHEMATICS</b> Kelly Kruger Barrio Robert Brigida Thomas Carpenito Ethel Chace Debra Glass Vikki Ireland Mary Jo Kelleher Marybeth McGinn Kevin Muise Anne L. Rand Janice E. H. Reich Shelli-An Ryan	<b>ART</b> Jennifer Arnold Nicole LaPierre David Moffat <b>BUSINESS</b> James Sullivan
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### DEPT. HEAD, SCIENCE, TECHNOLOGY, FAMILY & CONSUMER SCIENCE, AND MUSIC – *Susan Barnett*

<b>SCIENCE</b> Susan Barnett also Internship Coordinator Tammy Bush Edward Cremins Eamon Edgerton Janet Gordon James Pringle Nicole Saad Elaine Senechal Marie White	<b>PC TECHNOLOGY</b> Frances DeLucia Sandra Bettencourt Susan Sullivan <b>FAMILY &amp; CONSUMER SCIENCE</b> Nicole Smallidge <b>MUSIC</b> Andrew Walsh (part-time)
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<b>LEAD TEACHER, FOREIGN LANGUAGE –</b>
<b>FOREIGN LANGUAGES</b> Paul Early Joanne Meziane Patricia Mondello Kristen Roy Julie Sgroi Florence Souza

<b>DEPARTMENT HEAD GUIDANCE – KAREN BAKER O'BRIEN</b>
<b>GUIDANCE</b> Brian Hickey Cecily Ann Markham Karen Baker O'Brien Kristina Sheahan

<b>ATHLETIC DIRECTOR AND FRESHMAN TRANSITION ADVISOR: BRIAN HICKEY</b>
<b>PHYSICAL EDUCATION</b> Steven Levine Patricia Ryser <b>HEALTH</b> Karen Ferreira Denise Saindon

<b>LIBRARIAN</b> Mary Eldringhoff <b>SECURITY MONITORS</b> Leo DiRocco Leslie Duplessis	<b>MEDIA SPECIALIST</b> Joseph Dermody
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**JOHN W. WYNN MIDDLE SCHOOL**  
John Weir, Principal  
Geri Cummings, Assistant Principal

<b>TEAM 7A – Joanna Krainski, T.L.</b> <b>ENGLISH</b> Sara Cowan <b>SOCIAL STUDIES</b> Roger Maxfield <b>MATH</b> Joanna Krainski <b>SCIENCE</b> Cindy Abate-Upson	<b>TEAM 7B - Cathleen Bilodeau, T.L.</b> <b>ENGLISH</b> Jaclyn Murphy <b>SOCIAL STUDIES</b> Dorothy Graaskamp <b>MATH</b> Cathleen Bilodeau <b>SCIENCE</b> Kathleen Connell
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<b>TEAM 7C – Roseanne Kolack, T.L.</b> <b>ENGLISH</b> Kimberly Johnston <b>SOCIAL STUDIES</b> Roseann Kolack <b>MATH</b> David Bernstein <b>SCIENCE</b> Francesca Rouff	
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<b>TEAM 8A –Carol Navetta, T.L.</b> <b>ENGLISH</b> Kate Provenzano <b>SOCIAL STUDIES</b> Patricia Krol <b>MATH</b> Joanne Hession <b>SCIENCE</b> Carol Navetta	<b>TEAM 8B –Kristina Rogers, T.L.</b> <b>ENGLISH</b> Joanna Peterson <b>SOCIAL STUDIES</b> Christopher Gagnon <b>MATH</b> Dannie Shao <b>SCIENCE</b> Kristina Rogers
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<b>TEAM 8C – Nancy Farrey-Forsyth, T.L.</b> <b>ENGLISH</b> Elaine Speros <b>SOCIAL STUDIES</b> Cheryl Witham <b>MATH</b> Shweta Choudhury <b>SCIENCE</b> Katherine Deveau	<b>TEAM 8D – Erin Sarsfield, T.L.</b> <b>ENGLISH/SOCIAL STUDIES</b> Erin Sarsfield <b>MATH/ SCIENCE</b> Michael Gillespie
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<b>ART</b> Gail Hamilton <b>MUSIC</b> Catherine Himmel <b>INSTRUMENTAL MUSIC</b> Meghan Davis (Shared with Ryan School) <b>HEALTH</b> Maura Dearing Ashley Sheehan <b>WORLD LANGUAGES</b> <b>FRENCH</b> Susan Gagnon <b>SPED – Elaine Cheng Sinclair, T.L.</b> <b>LIBRARY RESEARCH</b> Keith Williams	<b>INDUSTRIAL TECHNOLOGY</b> Joseph Frank <b>EXPLORATORY</b> <i>Team Leader – Susan Scofield</i> <b>COMPUTERS/PHYSICAL EDUCATION</b> <b>COMPUTERS</b> Lisa Bailey Bonita Hansberry <b>PHYSICAL EDUCATION</b> Thomas Morrill Susan Scofield <b>LIBRARIAN</b> <b>GUIDANCE</b> Erin MacCurtain Jaime Noberini
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### JOHN F. RYAN ELEMENTARY SCHOOL

Kevin McIntyre, Principal

Brenda Theriault Regan, Assistant Principal

<b>TEAM 6A – Jennifer Mrozowski, T.L.</b> <b>ENGLISH</b> Nick Amato <b>SOCIAL STUDIES</b> Kate Deislinger <b>MATH</b> Kim Hynes <b>SCIENCE</b> Jennifer Mrozowski <b>SPED</b> June Fagan	<b>TEAM 6B – Kathleen Anderson, T.L.</b> <b>ENGLISH</b> Judi McInnes <b>SOCIAL STUDIES</b> Kathleen Anderson <b>MATH</b> Charlaine Melly <b>SCIENCE</b> Robin Reading <b>SPED</b> Martha Glynn
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<b>TEAM 6C –Barbara Gillette Manna</b> <b>ENGLISH</b> Pamela McDade <b>SOCIAL STUDIES</b> Jean Chan <b>MATH</b> Barbara Gillette Manna <b>SCIENCE</b> Kimberly MacElhaney <b>SPED</b> Susan J. Hogan	<b>TEAM 6D – Susan E. Hogan</b> <b>MATH/SCIENCE</b> Susan E. Hogan <b>ENGLISH/SOCIAL STUDIES</b> Andrée Johnson <b>SPED</b> Bree Jacobson
<b>TEAM 5A</b> <b>ENGLISH/SOCIAL STUDIES</b> Nicole Zwirek <b>MATH/SCIENCE</b> Gretchen Martel <b>SPED</b> Kathleen Maloney	<b>TEAM 5B</b> <b>ENGLISH/SOCIAL STUDIES</b> Jayne Farnham <b>MATH/ SCIENCE</b> Pamela Shirkoff <b>SPED</b> Kevin Gibson
<b>TEAM 5C</b> <b>ENGLISH/SOCIAL STUDIES</b> Joanne O'Brien <b>MATH/ SCIENCE</b> Christine Cremin <b>SPED</b>	<b>TEAM 5D</b> <b>ENGLISH/SOCIAL STUDIES</b> Gus Jardin <b>MATH/SCIENCE</b> Robert Shirkoff <b>SPED</b>
<b>TEAM 5E</b> <b>ENGLISH/SOCIAL STUDIES</b> Kristin Dillon <b>MATH/ SCIENCE</b> Robert Rogers <b>SPED</b> Beryl Puddester-McKenna	<b>TEAM 5F</b> <b>ENGLISH/SOCIAL STUDIES</b> Kim Hillson <b>MATH/SCIENCE</b> Eileen Lindsey <b>SPED</b> Jennifer Gillespie
<b>ART</b> Diane Slezak <b>MUSIC</b> Marguerite Weidknecht <b>INSTRUMENTAL MUSIC</b> Meghan Davis <b>HEALTH</b> Kristi Sarcione <b>COMPUTERS</b> Barbara Jagla Susan Spollen <b>CASE MANAGER</b> Mercy Duffill <b>LEARNING CENTER</b> Jessica Curley Julie Serino	<b>PHYSICAL EDUCATION</b> Ronald Drouin James Manley <b>LITERATURE</b> Rose Curley Andrea MacMullin <b>READING</b> Kimberly Stone Lisa Zullo <b>LIBRARY/MEDIA SPECIALIST</b> BCBA Candace Tharrett <b>ACADEMIC COACH</b> Charity Legvold

**HEATH BROOK SCHOOL**  
**Rosamond Dorrance, Principal**  
**Carole Gallo, Head Teacher**

<b><u>Kindergarten</u></b> Brandi DeCarolis Kathleen Ford Patricia Keddie Kim Lafland – SPED <b>Grade 1</b> Janet Davis Teresa Enos Helen Matysczak Joanne Morrissey Kathy Ventura Ann Whynot Karen Bancroft - SPED	<b><u>Grade 2</u></b> Donna Bowden Debbie Brewin Diane Davos Brenda McWilliams Sheri Mulloy Jennifer Price Ashley Pink (Life Skills) Carole Gallo - SPED
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**LOELLA F. DEWING SCHOOL**  
**Robert P. LaRoche, Principal**  
**Lisa Cournoyer, Head Teacher**  
**Elizabeth Robinson Head Teacher**

<b><u>PreK-2 PDD</u></b> Patricia Martel Sarah Tsakalakos Kindergarten Heather Grace Bradley Allison Cameron (Betsey Wilson) Sarah Gillotte Jennifer Marcella <b><u>Grade 1</u></b> Kathy Carleton Lisa Cournoyer Maryellen Hirtle Mary Lazzara Kristi Rodgers Kathy Scialdone Patricia Stratis	<b><u>Grade 2</u></b> Shelley DeGrechie Elizabeth Krzesinski Kathleen MacLeod Kathy McDermott - Inclusion Judy Middleton Shannon Miranda Sarah Yore
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**LOUISE DAVY TRAHAN SCHOOL**  
**Dr. Edward J. Foster, Principal**  
**Donna Mooney, Head Teacher**

<b><u>Grade 3</u></b> Mary Beth Aiello - Inclusion Judy Allard Sandra Frost Lori Hyland Jamie Lane Donna Mooney Susan Mulno Sheila Sadler Grades ¾ Life Skills Janet Reyes	<b><u>Grades 4 Inclusion</u></b> Jennifer Taylor <b><u>Grade 4</u></b> Shannon Demos Catherine Gagne Marcia Kalarites Jennifer Levy Mary Loosen Susan Raneri <b>Moderate Special Needs</b> Michele Hughes
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**NORTH STREET SCHOOL**  
**Angela D. Kimble Principal**  
**Heidi Meharg, Head Teacher**

<b><u>Grade 3</u></b> Mary Lou Adams Nancy Boyle Loren Carlino Lisa Desrochers Theresa Follett Michele McGrath Denise Morandi DeVincentis, Nicoletta Inclusion	<b><u>Grade 4</u></b> Lisa Chasan Karen Cintolo Kathleen Conrad Kim Gagnon Kimberly Rezendes PDD 3 and 4 Lynn Marsh Heidi Meharg Kimberly Russo Jeanne Selissen
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<b><u>ELEMENTARY SPECIALISTS</u></b> <b><u>Reading Specialists</u></b> Chloe Callahan – Heath Brook Gloria Graves – Trahan School Nancy Kalajian – North Street School Elizabeth Robinson – Dewing School  <b><u>Elementary Art</u></b> Kristen Kosiba – Dewing/North Street Schools Linda Malone – Heath Brook/Trahan Schools <b><u>Elementary Music</u></b> Marie Maranville – Dewing/North Street Schools Steve Nahlik - Trahan/Heath Brook School	<b><u>Elementary Physical Education</u></b> Jodi Higgins - Dewing/North Street School Daniel Merry - Heath Brook/Trahan Schools <b><u>Writing Teacher</u></b> Debbie Buehler <b><u>Attendance Officer</u></b> John Donoghue  <b><u>K-4 Technology Curriculum Specialist</u></b> Kathy Santilli
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## SPECIAL EDUCATION DEPARTMENT

<b>School Adjustment Counselors and School Psychologists</b> Susan Clark – Trahan School Alexandra Comer Meeker– Ryan School Melissa Gilgun – Middle School William Jones – High School Colleen Leary – Dewing School also Case Mgr. Mariellen Nastasi – Heath Brook School Karen Ruccio - North Street/Dewing Schools Speech Therapists Courtney Campbell – Dewing School Rosemary Coughlan – Heath Brook Carolyn Dooley – Dewing School Tiffany Emerson – North Street/Middle Schools Amy Matson – Center School Katherine Thew – Trahan School Tiffany Trant – Ryan/High Schools Early Childhood Specialist Julie Browne – Integrated Preschool Donna Greene – Integrated Preschool Lisa Tramonte - Integrated Preschool <b><u>P.D.D.</u></b> Patricia Martel – Dewing School Sarah Tsakalakos – Dewing School Physical Therapist Jennifer Merrill – Systemwide Occupational Therapist Gail Bliss – System wide Barbara Joyce - System wide English Language Learner Karen Hodgson – System wide <b><u>Behavior Specialist</u></b> Kristen Podolsky – Trahan School Moderate Special Needs Specialists Mary Beth Aiello - Trahan School Karen Bancroft – Heath Brook School Marco Basiliere - High School Richard Camire, Middle School Lisa Chasan – North Street School	<b>Moderate Special Needs Specialists</b> Nicoletta DeVincentis – North Street School Mercy Duffill, Ryan, Case Manager June Fagan – Ryan School Anne McGregor Fay – High School Nancy Farrey-Forsyth – Middle School Sandra Ferrara – Ryan School William Fuller – High School Patrick Galligan - High School Carole Ann Gallo – Heath Brook School Kevin Gibson – Ryan School Jennifer Gillespie – Ryan School Martha Glynn – Ryan School Donna Graham – Middle School Robyn Hakala – Dewing School Susan J. Hogan – Ryan School Michele Hughes – Trahan School Bree Jacobson – Ryan School Mary Kennedy – High School Kimberly LaFland – Spec. Needs K Heath Brook Renee Langlais – Heath Brook School Joan Lynch, Case Manager – North Street School Kathleen A. Maloney – Ryan School Patrick McAndrews – High School Joel McKenna – High School Shaina Mroz – Heath Brook Kara Murray – Middle School James Otis – Middle School Stephanie Pagiavlas – Middle School Ashley Pink – Heath Brook School Beryl Puddester-McKenna – Ryan School Cindy Ramaska – Middle School Kimberly Rezendes – North Street School Janet Reyes – Trahan School Meghan Robinson – Dewing School Elaine Cheng Sinclair, Case Manager, Middle School Joshua Takis – Middle School Jennifer Taylor – Trahan School Charles Zucco, Case Manager, High School
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## EDUCATIONAL SUPPORT STAFF

### Certified Aides

Mary Abbott – Heath Brook School  
 Laurie Angelo – Middle School  
 Kristine E. Benning – Ryan School  
 JoAnn Brace – Ryan School  
 Anne Brennan – Heath Brook School  
 Elaine Ciccolella - Center School  
 Edward Connerty – Middle School  
 Christine Cote – Middle School  
 Christa Covino – Ryan School  
 Paula Curtin – North Street School  
 Mary Ann Deshler – SPED – Middle School  
 Michelle M. Dick – High School  
 Ann M. Doucette – North School  
 Joanne Elwell – Spec Needs, Trahan School  
 Peter Fortunato - High School  
 Ashley Gomes – High School  
 Edward Jackman – Middle School  
 Mary Kapust – Center School  
 Charity Legvold – Trahan  
 Lisa Llukan – Heath Brook School  
 Pamela Lussier – Center School  
 William Meuse – High School  
 Lois Murphy – Spec Needs – H.B. Inclusion  
 Teresa Oberg – Dewing School  
 Jaryd Palmer – Ryan School  
 Stacey Paradis – Heath brook  
 Elena Pineau – High School  
 Ellen Dale Robichaud – Ryan School  
 Michael Rocco – High School  
 MaryAnn Romanski – Ryan School  
 Cheryl Ann Silva – Dewing/Trahan Schools  
 Kathy Starling – North Street School  
 Mary Beth Tierney – Dewing School

### Certified Aides cont.

Melanie Tirabassi – Learning Center - H. S.  
 Denise Trevor – Heath Brook/No. Street Schools  
 Kim E. Viens – Ryan School  
 James Walker – High School  
 Dennis Winn – High School  
 Non-Certified Aides  
 Karen Agostinelli – Kind. Trahan School  
 Linda Alukonis – Kind. Dewing School  
 Debbie Bennett– Spec. Needs - Ryan School  
 Mary Ellen Chase-Anderson – Middle School  
 Donna DePierro – Life Skills – Trahan School  
 Laurie Doherty – Kind. Dewing School  
 Gale Durkin - A.V. Aide – High/Middle Schools  
 Patricia Gale – Kind. – Heath Brook School  
 Sally Gariepy – PDD Aide - Dewing School  
 Karen Gillotte – Kind. Heath Brook School  
 Beth Ann McDermott – Kind. Dewing School  
 Kathleen Penney – Kind. Heath Brook  
 Mark Ronan – Ryan School  
 Pamela Temmallo – Ryan School  
 Ann Mary Theisen – PPD Trahan School  
 Rebecca Walsh – Spec. Needs – Middle School  
 Eileen Weiss – Kind. Dewing School  
 Data Processing, Transportation & Facilities  
 David Libby – Center School  
 Network Manager  
 Keith Young – Center School  
 Technology Service Technician  
 Kevin Carey – Center School  
Title I Academic Coach  
 Jennifer Fabiano - Heath Brook School  
 Charity Legvold – Trahan School  
 Mary Petrie – North Street School

### School Nurses

Judith Hopkins – Middle School  
 Linda House – High School  
 Debra Kraytenberg – Trahan School  
 Monica McBrine – North Street School  
 Sandra Miller – Assoc. Nurse – Systemwide  
 Carol Moriarty – Dewing School  
 Marcia Osterman – Ryan School  
 Elaine Walsh – Heath Brook School

### Medical Aide

Ms. Jennifer R. Higgins, LPN – High School  
 Athletic Trainer  
 James Walker  
 Library Aides  
 Ann Donnelly – Heath Brook/No. Street School  
 Deborah Arey – North Street School  
 Patricia Fothergill – Dewing School/Trahan School  
 Evelyn McCabe – Trahan School/Dewing Schools  
 School Secretaries  
 Kathleen Casey – High School  
 Maria Doherty – Trahan School

### School Secretaries cont.

Kathleen Casey – High School  
 Maria Doherty – Trahan School  
 Anne Duncan – Business Office  
 June Fowler – Ryan School  
 Gail Johnson – Superintendent's Office  
 Joanne Kearns – Middle School  
 Patricia Kearns – Medicaid – Special Ed. Office  
 Louise Kelley – Heath Brook School  
 Janice LaRocque – Superintendent's Office  
 Eileen Mahoney – Dewing School  
 Lisa Marget – Business Office  
 Annmarie McCormick – High School  
 Maria McLaughlin – Ryan School  
 Donna McKenna – Special Education -Center  
 Kelly Mercier – Community Service  
 Patricia Meuse – Business Office  
 Patricia Napoli – Middle School  
 Nancy O'Hare – High School  
 Sarah Robson – Data Processing – Center School  
 Nancy Torname – Heath Brook/Dewing Schools

Anne Duncan – Business Office June Fowler – Ryan School Gail Johnson – Superintendent’s Office	Patricia Welch – Special Education – Center School Patricia Whitehouse – High School Guidance Sharon Zarembo – North Street School
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<b>Food Service Workers</b> Karen Chanaki, Director Robin Adams – North Street School Maureen Bedard – Middle School Elaine Bennett – High School Eileen Callanan – High School Linda Carter - Heath Brook School Linda Castiglione – Middle School Maureen Contaloni – Ryan School Barbara Curtin – Middle School Allison DeFelice - Heath Brook School Robin Foran – High School Anna Gaudet – Dewing School Jane Grant – Ryan School Kim Kane – Ryan School Carol Lennon – High School Christine Lopolito – Ryan School Denise Miano – North Street School DebraLee Mugford – Center School Marie Murphy – High School Diane Nickerson – Middle School Michelle Nowak – Trahan School Patricia Reale – High School Kimberly Sheehan – Dewing School Kathy Sholl – Ryan School Laura Sullivan – Ryan School Holly Tellier – High School Roberta Waldrip – Trahan School Janice Woodman – Middle School	<b>Maintenance and Custodial Workers</b> James Sharkey, Maintenance Foreman Joseph Burke – Heath Brook School Michael Carey - Heath Brook School William Catherwood – Middle School Charles Coughlin – Ryan School Henry Dewing – Middle School Travis Dobbin – High School Lynne Dykeman – High School Richard Fallon – Ryan School Thomas Gilbride – Maintenance David Harrington – High School Bruce MacDonald – High School Jon Marchand – Maintenance Daniel Martin – Maintenance Joseph McCann – North Street School Robert McCarthy – Dewing School Terrance Neal – Middle School Roy Osterberg – Middle School Donald Page – Heath Brook School Ronald Page – North Street School Roland Patterson – High School Sandra Ryan – Dewing School Joseph Rice – Trahan School James Shimkus – High School Richard Stronach – Dewing School Barry J. Sullivan – Ryan School Barry T. Sullivan – Ryan School Peter Thuillier – Trahan School
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# Shawsheen Valley Regional Vocational / Technical School District

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2011 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 41<sup>st</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin, Secretary, and Glenn McIntyre from Bedford; Kenneth L. Buffum and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick, Chairman, and Robert Gallagher from Burlington; J. Peter Downing and Patricia W. Meuse from Tewksbury; and James M. Gillis and Robert G. Peterson, Vice Chairman from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred forty-six (1,346) high-school students were enrolled in SVTHS's day school programs in October of 2011, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2011, SVTHS graduated 324 seniors. Over 70% of the graduates planned to attend college or other post secondary schooling in the fall. Twenty percent of the students intended to continue working in their trade with another 11% working in another field after graduation. In addition, 2% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs 135 full-time teachers as well as 18 paraprofessionals. Of those full-time teachers, ten are department chairs, and 15 are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

## Academic Programs

*MCAS Performance:* In the Spring of 2011, the 321 sophomores comprising SVTHS' Class of 2013 distinguished themselves among all other vocational-technical high-school students, among all sophomores within the five-town district and, most impressively, among all sophomores throughout the Commonwealth—earning a special commendation from the Department of Elementary and Secondary Education (DESE) in the latter analysis.

With only one exception, SVTHS sophomores outperformed all other vocational-technical sophomores on all MCAS performance measures (English Language Arts, Mathematics, and Science/Tech-nology/Engineering) during the 2011 test period.

The District analysis paralleled the vocational analysis. With the exception of Wilmington (Mathematics only), SVTHS sophomores outscored or equaled all of their District peers on the three performance measures. Table 1 identifies the percent of District students who scored at or above the Proficiency level in each of the three MCAS test areas.

TABLE 1. PERCENT OF TENTH GRADERS SCORING IN EITHER THE ADVANCED OR PROFICIENT RANGE IN SPRING 2011 MCAS TESTING						
	Bedford	Billerica	Burlington	Tewksbury	Shawsheen	Wilmington
English	96.8	96.5	98.4	95.7	98.5	98
Mathematics	94.7	93.2	96.2	92.4	95.4	95.9
Science/Tech/Eng	94.9	92.8	90.4	90.3	95.2	90.4

Although remarkable, both the vocational-technical and District analyses pale statistically to SVTHS' pre-eminent performance throughout the Commonwealth with respect to a rank ordering of Median Student Growth Percentiles (MSGP). The MSGP is a statistical measure of student growth between grades eight and ten. In the Spring of 2011, SVTHS ranked fifth among the 297 school districts for whom the DESE reported tenth-grade MCAS scores. This extraordinary achievement earned SVTHS a special commendation from the DESE for a third, consecutive year. Table 2 identifies District Median Growth Percentiles for District students in English Language Arts and Mathematics.

TABLE 2. MEDIAN STUDENT GROWTH PERCENTILE SCORES IN SPRING 2011 MCAS TESTING

	Bedford	Billerica	Burlington	Tewksbury	Shawsheen	Wilmington
English	55	39	62.5	42	83	55
Mathematics	61	44	54	67	70.5	51
Science/Tech/Eng	NA	NA	NA	NA	NA	NA

Note. The Department of Elementary and secondary Education calculates MSGP only for English Language Arts and Mathematics—the two test areas that determine a schools' Adequate Yearly Progress (AYP.)

*Curriculum Revision:* In response to the curriculum change promulgated by the Massachusetts Core Curriculum, the design and sequence of course offerings at SVTHS is changing to support earlier access to College-Preparatory mathematics courses. The revision takes effect in the Fall of 2011 and will become an ongoing project during the next four years as the class of 2015—the first group affected by the Core Curriculum provisions—progresses through grades 9-12. College-Preparatory Algebra I, Level 2—which was designed cooperatively by a team of regular- and special-education faculty throughout the 2010-2011 school year—was implemented in the Fall of 2011. College-Preparatory Geometry, Level 2 is scheduled for implementation in the Fall of 2012, and College-Preparatory Algebra II, Level 2, in the Fall of 2013.

*New Staff:* In the Fall, Anne DeMarco—a seven-year veteran from Billerica Memorial High School—joined the Mathematics Department to fill the vacancy created by the retirement of James Byrnes. Kimberly Canadas,—a Shawsheen alum and six-year veteran from Northeast Metro Vocational High School—also joined Shawsheen's Mathematics Department

*Summer School:* In the summer of 2011, the SVTHS Summer Program enrolled 119 students from ten surrounding school systems in 22 courses offered to students in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting to recover credit for courses that they previously failed. Individuals seeking summer-school information should contact Dr. Robert Kanellas, the Director of Academic Programs, at 978-671-3640 or Mr. Kevin Bloom, Summer Coordinator, at 978-671-3631.

*Infrastructure Renovations:* The completion of SVTHS' state-of-the-art Life-Science Wing and the migration of the Health program to that new facility made available to academic programs three rooms previously occupied the Health Shop in the school's mall area. Extensive summer renovations to those rooms converted a small Health lab to a larger academic science lab. A second area was converted to a science classroom, and a third area became a Social Studies classroom. In addition to these changes, installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

### Clubs and Organizations

*Classes:* A yearlong series of successful social events and thoughtfully devised fundraisers—which included initiatives to raise supplies for American soldiers in war zones, each of the four classes culminated the year with memorable formal and semi-formal events. Under the direction of their advisor, Angela Caira, the senior class planned and enjoyed an elegant senior prom at the Westin Waltham Hotel. Junior-class advisor, Stacy LaBella, and her junior class officers planned and held a gala prom at the Crestview in Woburn. The sophomore class, advised by Marygrace Ferrari, and the freshman class, advised by Jay Tildsley and Greg Bendel, collaborated on the annual Spring Fling semiformal, which was held at the school. The Twelfth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised significant donations of cash and food for the Billerica Food Pantry.

*Literary Magazine:* For the fourth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic



Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Mrs. Leah Marquis of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

*School Newspaper:* In a model school-wide collaborative effort, Mrs. Leah Marquis of the English Department, Mr. Doug Michaud of the Technical Illustration shop, and Messrs. Tim Broadrick and Tom Struthers of the Graphics Art shop again produced quarterly editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

*National Honor Society:* Under the advisorship of Mrs. Gail Poulten of the English Department, the SVTHS chapter of the National Honor Society inducted 39 eleventh and twelfth graders in March of 2011. Superintendent Charles Lyons was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to Newport, R.I. and Salem, MA to visit cultural and historic sites.

*Student Council:* The Student Council, under the direction of faculty advisor Ms. Ellen Mountain, continued its energetic paper-recycling program throughout the year. In 2011, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers.

*The Traveling Rams:* Throughout the Spring, club advisor, Kristin Sciacca, and approximately forty Shawsheen students initiated plans for a trip to Italy scheduled for April of 2012. Interested world travelers or their parents should contact Ms. Sciacca at 978-667-2111x577 or [ksciacca@shawsheen.tec.ma.us](mailto:ksciacca@shawsheen.tec.ma.us).

*Oratory Club:* Coached by faculty advisor, Mrs. Leah Marquis of the English Department, Anne Whitehouse, a twelfth-grade Internet Technology student from Tewksbury, placed first at the district (Post 2597, Pinehurst), state, and regional levels in the Voice of Democracy Speech Contest sponsored by Veterans of Foreign Wars. Anne's extraordinary accomplishment earned her a trip to the national competition in Washington, DC, where she and the other elite qualifiers met President Obama.

*Robotics Club.* For a second consecutive year, the Robotics Club captured first place at the annual Trebuchet tournament, which was hosted most recently by Windham (New Hampshire) High School. Later in the year, the club finished second in the First-Tech Challenge (FTC) regional qualifier and sixth—of approximately 35 teams from New England, New York, and Canada—at the FTC championship tournament.

*Mathematics Club and Science Club.* New in 2010 to the diverse array of after-school activities offered by SVTHS were two academic co-curricular clubs—the Mathematics Club, advised by Debra Dew of the Mathematics Department, and the Science Club, advised by Angel Hardy of the Science Department. In its inaugural year, the Mathematics Club practiced for and participated in not only a series of competitions hosted by district schools but also a special invitational competition sponsored and hosted by Worcester Polytechnic Institute. In its inaugural year, the Science Club participated in after-school activities that broadened participants' understanding of scientific theory and applications. Mathematics enthusiasts should contact Ms. Dew at [ddew@shawsheen.tec.ma.us](mailto:ddew@shawsheen.tec.ma.us); science enthusiasts, [ahardy@shawsheen.tec.ma.us](mailto:ahardy@shawsheen.tec.ma.us).

*Outdoor Club and Ski Club.* New in 2010 to SVTHS' recreational, extra-curricular options were the Outdoor Club and the Ski Club. The former group, advised by Jessica Cook of the Social Studies Department, planned six overnight climbs of Mount Washington in New Hampshire. The latter group, co-advised Kelly McFadden of the Guidance Department and Doug Michaud of the Technical Illustration Shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at [jcook@shawsheen.tec.ma.us](mailto:jcook@shawsheen.tec.ma.us), and interested skiers or boarders of any experience level should contact Ms. McFadden at [kmacfadden@shawsheen.tec.ma.us](mailto:kmacfadden@shawsheen.tec.ma.us) or [dmichaud@shawsheen.tec.ma.us](mailto:dmichaud@shawsheen.tec.ma.us).

*Parent Advisory Council:* Once again, graduation day culminated in a well-attended all-night party sponsored and organized by the SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its chair and SVTHS alumna, Mrs. Robin Sgroso.

*Alumni Association:* Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at [gpoulten@shawsheen.tec.ma.us](mailto:gpoulten@shawsheen.tec.ma.us) or 978-667-2111x584.



### **Support Services**

The SVTHS Support Services Department services the fourth largest population of students with special needs in Vocational Education within Massachusetts, approximately 320 students. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong track graduation rate of this group of students with 94.3% graduating in June, 2010. This compares to a state average of 64 percent for special needs students.

Shawsheen's success on the MCAS has continued as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our Special Education population. Although over 24 percent of SVTHS students are diagnosed with special needs, the school's rate of either Advanced or Proficient MCAS scores exceeded 90 percent on English Language Arts, Mathematics, Biology, and Chemistry.

The Support Services staff has continued with extensive training to support the IEP process and the identification of disabilities for our special needs population based on federal and state guidelines. Shawsheen adopted *eSped* software to write Individualized Educational Plans (IEPs) and supporting documentation. Staff training continues to occur to utilize updates to this software for IEP development. In addition, the Support Services Department continues to implement various forms of technology that allow for equal access to the curriculum for all learners. Finally, support services staff has been involved with implementing Shawsheen's anti-bullying plan. One component consists of a social skills group for students who were identified to be vulnerable to such behavior.

### **Athletics**

The year 2011 was a memorable year for Shawsheen Athletics with over 450 Shawsheen students participating in interscholastic athletics. The Rams earned 12 league championships and 4 state vocational titles.

The overall winning percentage of the varsity teams, 14 of whom qualified for post-season play, ranked among the highest in school history. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Ryan Cassidy was named to the All Scholastic Wrestling team by the *Boston Herald*.

For an unprecedented eighth time in nine years, SVTHS has earned the Markham Award from the *Boston Globe* for the most outstanding vocational technical high school program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

### **Community Services**

*Adult Evening School:* The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Ms. Carissa Karakaedos, Director of Community Services, at (978) 671-3607 for information and/or a brochure.

*School of Practical Nursing:* The 2010-2011 year graduated 32 Licensed Practical Nurses (LPN). Since its inception, a total of 563 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

*Project Explore:* Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2011 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Carissa Karakaedos at 978-671-3607.

*Swim Program:* SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2010-2011 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

*Billerica House of Correction:* The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program and the 10-Hour General Industry OSHA course. SVTHS continues to collaborate through Director of Community Services, Carissa Karakaedos, with BHOC to expand its educational goals

to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

*Middlesex Community College:* SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at Shawsheen Tech as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment was strong in 2011 and the program received exemplary student evaluations. Discussions to expand technical course offerings are currently being explored by the MCC Hospitality Dean and SVTHS Director of Community Services, Mrs. Carissa Karakaedos.

### **Computer Services**

During the 2011 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SSDR (School Safety and Discipline Report) data, the Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data.

Computer Services requested all staff to use iPass Rankbook since its implementation the year before. iPass Rankbook allows teachers to keep a grade book and share their students' progress with parents through Parent Access Manager.

In the fall, Computer Services added the current ninth-grade population (class of 2015) to the Parent Access Manager System, bringing parent participation to approximately 80 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, rankbook, schedules and discipline information.

The computer labs for Graphic Arts, Design & Visual Communications, Machine Shop, Mathematics Lab, Room 500, Room 501 and Room 504 received upgrades during 2011. In each area, computers were replaced with the latest models.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Wireless networking infrastructure was installed in the Life Science Wing and will be extended to the remaining portion of the building as part of a long term plan.

Office 2010 has been installed on 85% of the computers that are capable of receiving the upgrade. Additional Office 2010 licenses will be purchased in preparation for the remaining computer upgrades.

### **Guidance**

*Admissions:* Applications once again exceeded 600 for 350 seats in the class of 2015. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House in November and the 8<sup>th</sup> Grade Career Night in January.

*9<sup>th</sup> Grade Orientation:* The Class of 2015 participated in SVTHS 9<sup>th</sup> grade orientation program, Fresh Start. This exceptional program, which is in its second year, gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program to help with transition was implemented using the same student leaders who helped deliver the orientation day.

*College and Career Planning:* Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. The college fair this year included over 70 colleges and universities and a special workshop was offered to students with special education needs to understand their options for post-secondary learning. Over 500 students and parents participated in this largest-to-date event.

*Scholarships and Awards:* Despite the tough economy, SVTHS students were awarded over \$88,000 in scholarship funds. A graduate was also the recipient of the Massachusetts Vocational Association scholarship award.



*Cooperative Education Program:* Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office has currently secured cooperative-education positions for more than 145 students out.

*Student Health:* Completed state mandate to do BMI testing on all 10<sup>th</sup> graders. We fall in the same category as surrounding schools.

### **School Council**

An important agency of school governance, the 2011-2012 SVTHS School Council, is made up of parents - Susan Berry from Billerica, JoAnn Brace from Tewksbury, and Gayle Razzaboni from Billerica; community members - Bob Lazott of Billerica, Jean Perry of Burlington, and Cosmo Ciccariello of Burlington; two SVTHS students -- Mikayla Radcliff and Jennie Galante; faculty members - Robert Roach and Jason Tildsley; and co-chair Dr. Robert Cunningham, Assistant Superintendent-Director/Principal.

The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

### **Technical Programs**

*Skills USA:* Skills USA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned eighty-five medals at the 2011 district competition and thirty-eight medals at the state competition, including 16 gold medals. Twenty-one Shawsheen students went on to the National competition in Kansas City, MO with all of the students placing no lower than seventh place. Medical Assisting earned a Gold Medal, while Web Design finished second and Occupational Health & Safety finished in strong third.

*Business Professionals of America:* Business Professionals of America (BPA) is a national career and technical student organization composed of state associations and local chapters serving members who are pursuing or planning careers in business and information technology occupations. BPA provides opportunities for students to develop leadership skills and to grow personally and professionally while utilizing career related competencies. Involvement in BPA enhances social awareness, civic responsibility, and business communication skills. Twenty-eight SVTHS students earned rewards at the state level and sent seven students to the nationals where one student was elected as the national treasurer and two other competitors finished in the top ten.

*National Accreditation:* SVTHS has nineteen vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Autobody; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

### **Transportation Cluster**

*Automotive Technology:* The program embarked on several post-secondary career days and industry field trips, exposing students to career opportunities and new technologies in the field. Field trips included: Mass Bay Community College, Universal Technical Institute and New England Institute of Technology. A \$2100 tool box cash award was donated from Lowes for SVTHS' 100% participant in SkillsUSA. Through the capital budget process the program acquired a new technologically-advanced Hunter high-speed GSP9700 wheel balancer.

*Auto Body:* The Auto Body program continues to do an outstanding job repairing automobiles in need of body work for people throughout the district. A contract was signed with the State Police providing additional live work on police cars. Through the capital budget a new paint-mixing room and a ramp for the paint spray booth have been constructed in the shop.

### **Service Cluster**

*Health Service and Technology:* The Health Services & Technology Program is preparing for a new location and expansion into three Chapter 74 programs: Medical and Laboratory Assisting, Health Assisting, and Dental Assisting. These three programs will encompass the new Life Science Wing in the fall of 2011. Curriculum revisions were proposed to align each program with the VTEFs and an equipment list was generated. Career awareness was expanded to include the field of biotechnology through a job shadow day at Millipore Systems for grade 10 students coordinated with MassBioEd. The program also continues to expand its clinical affiliates, having recently added Woodbriar of Wilmington and SunnyAcres Nursing & Rehabilitation of Chelmsford. A strong partnership with Saints Medical Center led to another successful community blood drive at the school, collecting more than 40 units of blood. All twenty six seniors successfully passed the Massachusetts Nurse Aide State Examination, directly and positively impacting job placements. Christine O'Brien won a gold medal at the National Skills USA conference in Medical Assisting.



*Culinary Arts:* The Culinary Arts department visited several post-secondary career days, exposing students to career opportunities. Field trips included: Lincoln Institute in Hartford, Connecticut and The Culinary Institute of America in Hyde Park, New York. Craft Advisory member, Ruben Arroco from Culinary Artworks, came into the shop and demonstrated some incredible fruit carving techniques and skills to the students.

*Cosmetology:* The Cosmetology program began the school year with technology improvements to the theory classroom that included an LCD projector and two large white boards. With counsel from the Advisory Committee, Cosmetology continues to modernize student kits, work stations, supplies, tools and equipment. A record number of students participated in SkillsUSA, in which 12 students competed at the district level resulting in two silver medals. The two medalists continued to the state level resulting in another silver medal. The program took their annual field trip to Catherine Hinds Institute of Esthetics, and continued to be involved with the community, volunteering at local assisted living facilities. Fourteen out of eighteen seniors graduated with a Cosmetology license from the Commonwealth of Massachusetts and six secured co-op positions in local hair salons.

### **Construction Cluster**

*Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry:*

Construction projects within the community continue to be a large part of our project-based curriculum. All five construction programs work collaboratively with the district's five towns. Highlighted this year are the following projects: the building of the third house for Greater Lowell Habitat for Humanity in Bedford; the final phase of the Marion Tavern farmhouse project in Burlington; construction of seventy-five violin cases for Wilmington High School; signs for the Billerica Rotary club; and major concrete stair renovations at the Tewksbury Department of Public Works. The construction cluster also contributes to the daily projects within the school. A multi-tier retaining wall is currently under construction as part of a new soccer field house project. Other notable projects include: a 10'x12' shed for the school's sand & salt; work-stations in the Masonry and Carpentry programs; as well as repairs in the Cosmetology shop and Electronics.

### **Arts and Communication Services Cluster**

*Business Technology:* The program traveled to several post-secondary career days and field trips, exposing students to career opportunities. Some of the trips included the DeCordova Museum, Concord Museum, Hammond Castle and to the American Institute of Certified Public Accountants (AICPA) conference at Bentley College. Capital improvements provided up-dating and re-imaged computers in all three labs. Students continue to thrive in the Business Professionals of America, medaling at both the state and national levels.

*Informational Support Services & Networking:* Microsoft Academy is now part of IT's curriculum with future goals to train and certify our students as Microsoft Certified Professionals in Windows7. The Class of 2012 completed online Career Safe Program and prepared for Co-op opportunities. Two students won the bronze medal at the National Skills USA conference in Web-Design.

*Design & Visual Communications:* The department took on the major school initiative this year of redesigning and launching the new SVTHS web site. With the advent of the web site, the program will continue to grow and expand its digital media curriculum. Work-based learning culminates through the many in-house and community projects. This valuable component of the curriculum is where students continue to learn skills in video and DVD production and photography. Through the capital budget process, a technology plan was completed in Lab A, updating 25 Mac computers.

*Graphic Communications:* The Graphics program continues to implement hands-on projects in the pre-press & pressroom that provide a great benefit in forming community partnerships. Every year the program produces a record number of live jobs for schools, town governments, and nonprofit organizations. The program again received a national literary-magazine award for their publication of *Ramblings*. Three students won bronze medals at the National Skills USA conference in National Occupational Health & Safety.

### **Electro/Mechanical Cluster**

*Computer Aided Design & Drafting:* The Drafting shop has been busy once again this year in helping support the construction cluster in a variety of projects. These major projects included the Soccer Field House, Library Drop Box and various offsite construction drawings. In addition, the program has completed various drawings such as the roof top units map, cafeteria/gym table and chair layout and the Go Cart project. Through the capital budget process the program was able to create two more computer work-stations in each grade level, expanding the capacity to forty computer work-stations. Also addressed was the replacement of eighteen computers which were also re-imaged with the latest CAD software.

*Electronics:* The Electronics program will move forward in training and certifying students to the J-STD-001E IPC Standard. An instructor was trained as a certified IPC trainer and curriculum and projects have been developed. A record number of students participated in Skills USA with Shawsheen Electronics taking the top four places at the regional competition. The Electronics

students placed first at the annual Trebuchet competition at Windham High School, while also participating at the First Tech Challenge (Robotics) which made it into the State Competition.

*Machine Technology:* The Machine Shop has seen many changes this year, the first being the creation of a related classroom which was formerly a heat treat and grinding area within the shop. A new shop floor layout of equipment was also implemented, creating the flexibility to incorporate many new projects into all levels of the curriculum. Through the capital budget process a new 3axis Prototrak Milling Machine is being quoted. Four students won the gold medal at the SkillsUSA districts in CNC Milling Technology & Precision Machine Technology.

*Metal Fabrication and Welding:* Metal Fabrication has worked on numerous welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for new related room, a library drop-box project, new Autobody ramps, a stool repair for M.C.I. Billerica, and the go-cart project. For the second consecutive year, SVTHS hosted the annual open house for the Boston Chapter of American Welding Society (AWS). Two new swing-arm ventilation hoods were approved through the capital budget process. Mitre Corporation donated various pieces of equipment to our program, including a four foot hydraulic press brake, large capacity box and pan brake, and a vertical band saw.

### **Conclusion and Acknowledgement**

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2011. Those retirees are: James Byrnes, Mathematics; Marilyn Ferro, Business Information Services; Linda LeClair, Business Information Services; Leah Marquis, English Language Arts; and Elaine Pearl, Executive Administrative Assistant, Superintendent-Director's Office.

# Community Development Department

*Community Development  
Building*

*Zoning Board of Appeals  
Conservation Commission  
Community Preservation  
Committee*

*Board of Health  
Planning Board*

## Community Development

The Town of Tewksbury's Department of Community Development strives to manage and promote the highest quality of development by coordinating all land use matters in one department; providing information and creative recommendations based on sound planning practices; promoting and assisting sensible economic development; ensuring public health and safety by administering and enforcing applicable statutes, codes, bylaws and regulations; protecting the environment through conservation and wetland protection measures; and supporting other Departments in enhancing the community's quality of life.

The Department of Community Development consists of the following divisions; the Building Department, Board of Health Office, and the Planning and Conservation Office. Staff support is provided to four statutory boards: the Planning Board, Conservation Commission, Zoning Board of Appeals and the Community Preservation Committee. Administrative support is also provided to the Planning Board's Zoning Bylaw Subcommittee, the Local Housing Partnership, the Economic Development Committee, and the Green Committee.

Full time staff within Community Development include: Linda DiPrimio, Executive Secretary and Steve Sadwick, Director. In 2011 Walter Polchlopek, Conservation Administrator, retired after serving the community for 12 years. Michele Grenier was hired as Planner/ Conservation Agent in September 2011. Dawn Cathcart continued to provide Recording Secretarial duties for the Planning Board, the Board of Health, and the Zoning Bylaw Subcommittee. Melissa Johnson serves as Recording Secretary for the Conservation Commission, Local Housing Partnership, Community Preservation Committee, Economic Development Committee, Green Committee and the Zoning Board of Appeals.

### Master Plan

The Town of Tewksbury's Master Plan was adopted by the Planning Board on September 15, 2003 and endorsed by the 2004 Annual Town Meeting. The Master Plan serves as the Town policy guidance document for future land use decisions.

In 2011, the following implementation items from the Master Plan were addressed:

Priority A.3- "Develop consensus plan to resolve land use conflict in areas designed as "Neighborhood Compatibility Areas". The Planning Board and the Department are currently engaged in corridor studies that are being conducted by the Northern Middlesex Council of Governments. The areas currently under study include the Woburn Street neighborhood, the Andover Street/North Street triangle, and East Street. The studies include looking at existing land use patterns and conflicts and determining methods to reduce the conflicts.

Priority B.5- Historical Survey of the Town. This was completed through the efforts of the Historic Commission with funding from the Community Preservation Act.

Priority B.7- Identify priority sites for economic development. The Department along with the Town Manager's Office worked on developing a tax increment financing plan for Thermo Fisher Scientific for their location at 2 Radcliff Rd. This project will put 140,000 square feet of high-tech research and development space on line along with bringing 400 jobs to the facility. The company is projected to create an additional 100 jobs over a 5 year period.



Priority C.2. Develop and improve public amenities at Tewksbury Ponds. The Long Pond 319 grant was submitted and approved and work has begun by the Engineering staff. Community Development staff will participate in 2012.

Priority D.1. Develop Affordable Housing Plan. The Department and the Local Housing Partnership began work with the Northern Middlesex Council of Governments on the next Affordable Housing Plan. The previous 5 year plan expired in June of 2011.

Priority D.2. Review the Town's roadway maintenance and management practices to minimize non-point source pollution and encourage infiltration. The Town continued its Stormwater Management Plan while awaiting new federal guidelines.

Priority D.3. Make water resource protection a community-wide endeavor. Part of the Town's Stormwater Management Plan.

#### **Local Housing Partnership**

The Town's current MGL Chapter 40B affordable housing inventory is at 9.55%. Until the Town achieves 10% it will be susceptible to Comprehensive Permits that over ride local regulations including zoning.

The Partnership currently includes Corinne Delaney, Steve Deackoff, Greg Peters, Jay Axson, Raymond White, Laura Kaplan and Ronald Roy and advisory members Nancy Reed and David Gay.

The Department assisted the Board of Selectmen, Local Housing Partnership and the Zoning Board of Appeals in completing previously approved comprehensive permits.

The Housing Partnership established a subcommittee to continue to pursue HUD 202 funds for senior housing at land owned by the Tewksbury Housing Authority. The Town received notice in late 2011 that the project would be funded.

The Partnership continues to investigate how to provide affordable housing utilizing tools provided by the State and local resources such as the Affordable Housing Trust Fund and Community Preservation Funds.

#### **Economic Development Committee**

The Economic Development Committee consists of the following members; David Gay - Chairman, Nancy Reed, David Plunkett, Kevin Donnelly, Tracy Clement, Richard Montuori, and Steve Deackoff. In 2011 both James Wentworth and Todd Johnson stepped down from the committee and were represented Brian Scofield and Selectmen Douglas Sears.

The Tewksbury Economic Development Committee's mission is to promote Tewksbury's identity in the Merrimack Valley and Greater Boston area. With access to two Interstate Highways, I-93 and I-495, and its infrastructure capacities, Tewksbury is a desirable and convenient location for new and existing businesses. We acknowledge the contribution of the business community to our town and region's overall economic sustainability.

In 2011, the Committee met on 10 occasions to discuss marketing and outreach activities of the committee. The EDC made a presentation to the Board of Selectmen to raise the awareness of activities in Town. The Committee also prepared a Community and Business Guide that will be available to new businesses and large commercial brokers. The Committee met with the former Director of the Massachusetts Office of Business Development to get an outsider's opinion of running an effective Economic Development Committee.

Other Economic Development activities that occurred in 2011 include the purchase of 2 Radcliff Road by Thermo Fisher Scientific, Ocean State Job Lot opening in the former Purity Supreme Plaza and the Rt. 3 Subcommittee starting its work with the Northern Middlesex Council of Governments.

#### **Green Committee**

The Tewksbury Green Committee finally received designation for the Town of Tewksbury as a Green Community when the Town Meeting approved the Stretch Energy Code in the Spring of 2011. The Department and the Town Manager worked with the Green Committee to submit for a \$207,725 grant that was approved by the State. The Town received its grant award in December of 2011 and will begin the energy conservation measures in 2011.

The Tewksbury Green Committee consists of Anne-Marie Stronach, Robert Fowler, Krissy Polimeno, Tom Cooke, James Duffy, Marc Ginsburg and Joseph Cary.

### Other Initiatives

The Department continues to work with the Planning Board's Zoning Bylaw Subcommittee in reviewing the Zoning Bylaw. Members of the Planning Board's Zoning Bylaw Subcommittee include Vincent Spada, Nancy Reed, David Plunkett, and Stephen Johnson.

The Director of Community Development continues to serve on the Zoning Reform Working Group which is working to update the State statutes in both zoning and subdivision control. The Director also serves on the Regional Comprehensive Economic Development Strategies Committee.

The Department of Community Development had a successful year and looks forward to working cooperatively with the various boards, committees, commissions, departments and citizens in 2012, enhancing the quality of life in the Town of Tewksbury.

Respectfully submitted:

Steven J. Sadwick, AICP  
Director of Community Development

## Zoning Board of Appeals

The following is a breakdown of the activity on which the Tewksbury Board of Appeals acted during the year 2011:

7	Variances	7	Approved
4	Special Permits	4	Approved
2	Combination Variance/Special Permit	2	Approved
1	Modification of Existing Variance	1	Approved
1	Party Aggrieved Decision of Building Commissioner	1	Withdrawn
1	Non-Substantial Determination	1	Approved

I would like to thank the public for their interest in the Board's activity. I also wish to thank my fellow Board members and the Community Development Department for their time and efforts on behalf of the Board.

Respectfully submitted,  
Robert Dugan, Chairman  
Zoning Board of Appeals

# Board of Health

The Board of Health (Board) is pleased to submit the 2011 annual report. The Board is comprised of the following five (5) elected officials: Philip French, Chairman; Christine Kinnon, Vice Chairman; Charles Roux, Clerk, Edward Sheehan and Mary Ellen Fernald, members.

The 2011 elections brought a new Board of Health member; Charles Roux, who replaced Ralph McHatton. After many years of service Ralph McHatton decided not to run for re-election. Mr. McHatton was the Board's chairman for many years and was a valuable asset to the Board. On Behalf of the Board, Health Department and myself, I would like to acknowledge and thank Mr. McHatton for his years of dedicated service to the Board of Health and the community.

The Board of Health is charged with the protection of the public health. It is the Board's responsibility to develop, implement, and ensure the enforcement of health regulations and policies.

*The Board of Health's Mission is* "To protect the public and environmental health through health promotion initiatives, advising residents and businesses in compliance matters, and through fair and appropriate enforcement of local, state, and federal public health rules, regulations, bylaws and laws."

This year the Board adopted regulations "For the use of Recombinant DNA Technology", Dumpster Regulations", and a "Policy for Public Disposal for Household Sharps".

The Health Department's team members are dedicated to the community, knowledgeable of public health and animal control laws and the department's procedures. It is truly an honor to be the team leader of such a professional team; I look forward to working closely with each member. I am very confident that this team will continue to protect and grow with the community. Thank you.

Team Members:	Lou-Ann C. Clement, C.H.O.	Director of Public Health
	Dean Trearchis	Sanitarian
	Virginia Desmond, PNA	Public Health Nurse
	Brian Fernald	Animal Control Officer
	Pamela Gorrasi	Animal Inspector
	Dawn Cathcart	Recording Secretary

In December, the Health Department experienced a transition; animal control was relocated to the Town Manager's office. On behalf of the Board and myself, we would like to take a moment to thank Dean Trearchis, Sanitarian for covering animal control and his own responsibilities since March. Once again  
Thank you.

The Health Department continues to be actively working with the surrounding communities of Billerica, Chelmsford, Dracut, Lowell, Tyngsboro, and Westford in a regional coalition (Upper Merrimack Valley Public Health Coalition (UMVPHC)) for response to public health threats within the area. The coalition meets regularly preparing for a regional public health emergency response. Regional emergency responses are completed and we are actively testing them.

Lowell Health Department obtained a grant that supplied "Unwanted Meds Kiosk" and with the help of Safety Officer Jennie Welch the kiosk is stationed in the Police Department's lobby. The kiosk was opened to the public on December 12, 2011.

To complement the UMVPHC, we are a member of the Upper Merrimack Valley Medical Reserve Corps (MRC) which provides staffing support during clinics, emergencies and other public health events. Our new representative is Mr. Raymond Barry.

Ms. Clement and Ms. Desmond participated in a Table Top Exercise for Pet Friendly Emergency Sheltering. This table top exercise brought many various different departments including animal control to the table. It opened discussions on many topics regarding animal sheltering with people including but not limited to, which buildings, different supplies that will be required, and how to protect the building.



The “Fourth Annual Health Fair” occurred with approximately 50 various health exhibitors including nutrition and exercise planners, massage therapists, pharmacies, funeral directors and much more. The general public enjoyed the event and we look forward to continuing this educational event next year.

“Healthy Communities Tobacco Coalition” of Andover completed a pilot program and we are currently a member of this coalition. The program’s Director Ron Beauregard has performed individual educational trainings to our tobacco licensed establishments with regards to regulations and new tobacco products. This program started to perform compliance checks to ensure that our tobacco establishments are complying with the existing regulations regarding the sale of tobacco products to minors.

**Public Health Nursing Services**

Virginia (Ginny) Desmond, Public Health Nurse, continues to educate the public. She works closely with other departments and team members; such as the Sanitarian and school department in the investigations of communicable diseases, food borne illnesses and immunizations. She and the Director attend and participate in Upper Merrimack Valley Public Health Coalition (UMVPHC) with emergency preparedness. The public health nurse also provides limited care and referral services to the public.

She offers various clinics such as Flu, Pneumonia, Blood Sugars, and Blood Pressure Clinics. She works closely with individuals regarding the general public’s private medical topics. She pays close attention to up and coming public health topics by attending necessary informational meetings, seminars and trainings.

This year Ms. Desmond was involved with the Police Department’s “National Take Back Day” for the proper disposal of unwanted medications. Ms. Desmond has established quarterly meetings with our community’s nursing homes and assisted living facilities. The purpose of these meetings is to open communication and prepare emergencies.

In October, during a major blizzard, the community lost power throughout most of Tewksbury and an emergency shelter was established by the Emergency Management Director, Michael Sitar. Ms. Desmond and Ms. Clement were actively involved in the shelter’s operation. The shelter was opened for three (3) days and nights. On behalf of the Board, I would like to thank Ms. Desmond and the MRC volunteers that helped to ensure that the residents staying at the shelter were safe and taken care of.

Ms. Desmond attended conference and trainings regarding various topics in public health and general health. Additionally, Ms. Desmond along with Ms. Clement, attended a program for “Isolation and Quarantine” and an American Red Cross and MEMA Regional Mass Care program.

**Environmental Activities**

Dean Trearchis, Sanitarian and Lou-Ann Clement, Director attended miscellaneous seminars regarding emergency preparedness and response, bed bugs, water response, food sanitation, housing, nuisance animals, Title V, Storm Water, etc. Ms. Clement and Mr. Trearchis are active members in Massachusetts Health Officers Association (MHOA).

Beyond the activities of investigating complaints, inspecting various businesses and establishments; the Environmental section performs continuous monitoring of the numerous beaver dams throughout the Town. Monitoring is performed on a regular basis to observe beaver activity.

### Animal Activities

Animal Control is responsible for various animal issues, including dog licensing enforcement, investigating and resolving animal complaints, removing dead animals from roadways, and responding to other animal-related calls. ACO and the Animal Inspectors are responsible for investigating animal bites and quarantining animals as necessary.

## TEWKSBURY BOARD OF HEALTH 2011 ACTIVITY REPORT

**\$57,746.69 REVENUES RECEIVED**

### 383 INSPECTIONS CONDUCTED

Body Art Establishment	001	Mobile Food	004
CMMC Site Visits	002	Offal/septic/medical Truck	033
Citations Issued	013	Other Licensing i.e. OFC	001
Construction Site Visits	010	Recreational Camps	002
Court Appearances	011	School Café Inspections	014
Dumpster	030	Septic System Waivers	007
Environmental	001	Septic System	003
Farm Site Visits	002	Septic System Abandonment	001
Food	179	Swimming Pool	015
Hotel	012	Tanning Booth	003
Ice Rink	001	Tobacco	003
Livestock	029	Complaints	606
Miscellaneous	006		
Site Visits	010		

### 551 PERMITS ISSUED

Dumpster Long Term	068	Trailer Parks	001
Dumpster Short Term	006	Animal	014
Septic Abandonment	134	Piggery	001
Installer License	017	Retail Tobacco Sales	046
Offal/Solid/Medical Waste Hauler	016	Recreational Camp	001
Pools	010	Body Art Establishment	001
Pumper	028	Body Art Practitioner	001
Food Service	177	Hotel/Motels	008
Mobile Food	002	Ice Rink	001
Frozen Desserts	012	Tanning Facilities	005
Funeral Directors	001		

### 1770 UNITS OF NURSING ACTIVITIES

Blood Pressure	640	Listeriosis	001
Blood Sugars	211	Influenza	001
Vaccinations	113	Group A Strep	001
Latent TB	006	Group B Strep	002
Pertussis	002	Malaria	001
Lyme disease	019	Measles	002
Salmonella	005	Meningitis	001
Giardia	002	Strep Pneumonia	003
Consultations	030	Campylobacter	007
Clinics	022	Shiga Toxins	002
Shiga Toxins	003	Health Education	328
Home Visits	281	First Aid	026
Hep A	001	Ambulances	002
Hep B	001	Flu Clinics	009
Hep C	030	Pneumoma Clinic	003

## 273 ANIMAL CONTROL ACTIVITIES

Barking Dog	46	Miscellaneous	18
Loose dogs complaints	85	Public Nuisance	17
Live Animal Recovery	26	Beaver	72
Live Captures	17	Quarantines	57
Transported to Wignall	16		
Decreased Animal Removal	71		

I would like to take this opportunity and thank the Board of Health members Ralph McHatton, Philip French, Edward Sheehan, Christine Kinnon, Charles Roux, and Mary Ellen Fernald, the Health Department team members, Sanitarian Dean Trearchis, Public Health Nurse Virginia Desmond, Animal Inspector Pamela Gorrasi, and Recording Secretary Dawn Cathcart for their dedication and service to the community.

Respectfully submitted:  
Lou-Ann C. Clement, C.H.O.  
Director of Public Health



# Building Department

Edward P. Johnson is the Building Commissioner. He has held that position since June 2009 and prior to his appointment, Edward had been Assistant Building Commissioner for 13 years. He is fully responsible for all permits, inspections and zoning investigations. Dawn Cathcart and Nancy O'Keefe both Nationally Certified Permit Technicians who track all these permits, provide staff support and have both demonstrated the expertise in maintaining an excellent office environment and quality customer service.

Nancy and Dawn handle all DPW permits including trench, street opening and driveway permits. For 2011, the following DPW permits were issued:

Type of Permits	# of Permits	Fees Collected
Trench Permits	248	\$8,630.00
Street Opening Permits	116	\$18,850.00
Physical Alterations (Driveway) Permits	80	\$9,210.00

In 2011, there were 852 building permits issued with a value of work of \$128,606,963. This generated \$286,733 in building permit fees. The number of associated permits (i.e., electrical, plumbing, gas) remained consistent with previous years.

Present activity includes these major housing subdivisions:

	Nolan Court Livingston Street	Catamount Road Extension	Andover Estates	Aprils Way
Total # of units:	16	21	20	14
Permitted to date:	16	17	20	6
Occupied to date:	9	17	2	3

Commercial projects included:

Various Tenant Fit-ups for Restaurants, Office and retail space.  
 21,055 SF Addition to Wal-Mart – **Expected Completion January 2012**  
 Thermo-Fisher – Renovation of Entire Building – 2 Radcliff Road  
 Ocean State Job Lots – Renovation of “old” Purity – 553 Main Street  
 9,000 SF New Retail Building at 2131 Main Street  
 225,000 SF New Tewksbury Memorial High School

Additionally, the department issued 658 wiring permits, 752 plumbing/gas permits, 169 sewer entry permits, 34 sewer connection permits, and 96 water permits. Certificates of Inspection were issued to 82 establishments such as restaurants, function rooms, churches and schools or any place of assembly. The Inspectors for the Building Department performed over 2500 inspections.

ON THE HORIZON: (proposed projects to start during 2012)

Andover Rd. – Robertson Estates – 26 Single Family Homes. Roadway constructed  
 Sughrue Commons – Commercial Strip Mall  
 East Street – Multi-Family Development  
 Carter Commons – 80 Multi-Family Dwelling Units  
 Wells Estates – 11 Single Family Homes – **Expected Start Date January 2012**  
 Town Hall Renovation  
 Hawthorne Retirement Group – 118 Unit Congregate Care Facility  
 Meadow View Retirement Facility – 32 Living Units

The Weights and Measures Division has been transferred to Northern Middlesex Council of Governments (NMCOG).

Following is a breakdown of permits issued during 2011.

Respectfully submitted,

Edward P. Johnson  
 Building Commissioner

# Conservation Commission

The Conservation Commission consists of five members, all of whom are appointed by the Board of Selectmen. The Conservation Commission members are Chairman Stanley Folta, Jr., Vice Chairman Anthony Ippolito, Dennis Sheehan, Stephen Deackoff and Sean Czarniecki.

The Conservation Commission is responsible for administering the Tewksbury Wetland Protection Bylaw and the Massachusetts Wetland Protection Act, 310 CMR 10.00 (M.G.L. Chapter 131, Section 40). The Commission's goal is to protect wetland resource areas, buffer zones, vernal pools, riverfront areas, related water resources areas, water quality as well as Open Space in the Town of Tewksbury.

All applications submitted to the Conservation Commission for project require a public hearing to be held. When all the information for an application is submitted, the Conservation Commission votes to either approve or deny the permit. If approved by the Commission, an Order of Conditions is issued which will provide the mitigation to protect the impact on wetland resource areas as well as related water resource areas. If a permit is denied, the applicant can appeal the decision to the Massachusetts Department of Environmental Protection and the Massachusetts Superior Court.

In 2011, the Conservation Commission Administrator performed many site visits. The Commission issued twenty two (22) Order of Conditions, twenty (20) Certificates of Compliances for completion of projects, twenty three (23) Request for Determinations, nine (9) Abbreviated Notice of Resource Area Delineation requests and five (5) Extensions of Order of Conditions. All projects located within 100 feet of wetlands and 200 feet of a river and 100 feet from an intermittent stream require a Notice of Intent for proposed work. When an Order of Conditions is then issued, and the project is complete, a Certificate of Compliance is issued. Some projects include single family dwellings, additions, in-ground pools, large multiple housing units, commercial buildings, the sewer improvement work and the drainage and maintenance program by the Tewksbury DPW.

The Conservation Commission has worked diligently in 2011 to protect the natural resources in Tewksbury as many parcels of land are under the management of the Conservation Commission for use as Open Space. All proponents of certain activities within 100 feet of a wetland resource area and within 200 feet of perennial streams and within 100 of intermittent streams are advised that permits from the Conservation Commission are required to comply with local and state regulations as well as federal regulations. The Tewksbury Wetland Protection Bylaw stipulates a 25 foot no disturb zone and a 50 foot no build zone adjacent to the wetland resource area as well as regulated activity within 200 feet of a vernal pool, 200 feet of a Perennial stream or river and within 100 feet of all intermittent streams.

The Conservation Commission meets on the first and third Wednesday of each month. All Conservation Commission meetings are open to the public and held in the Town Hall Auditorium beginning at 7:00 P.M. and are televised on the local cable channel.

The Conservation Office which is part of the Department of Community Development is located in the DPW Building located at 999 Whipple Road and is open to the public from 8:00 A.M. to 4:00 P.M. Monday through Thursday. Fridays are not open to the public.

Respectfully submitted,  
Michèle F. Grenier, PWS, CWS  
Conservation Administrator

# Planning Board

The Tewksbury Planning Board consists of five-elected town residents. The Planning Board Officers are Nancy Reed, Chair, Robert Fowler, Vice Chair, and Stephen Johnson, Clerk. Other members of the Board include Vincent Spada and David Plunkett.

The Planning Board reviews all new commercial projects and residential subdivisions proposed for construction in Town. The Planning Board, working with the Building Commissioner and the Community Development Director, is responsible for ensuring that new developments comply with land use regulations. The Planning Board strives to strike a balance between a landowner's right to develop and the interests of neighbors and the Town as a whole.

The Planning Board issued seventeen special permits for various projects. Significant projects that were approved by the Planning Board included the construction of a three story 27,945 sf building at North Tewksbury Commons at 30 International Place, the construction a new 38,435 sf building for Atamian VW-Honda and the construction of 32 HUD 202 Senior Supportive Housing units.

The Planning Board endorsed eight plans that were found not to require subdivision approval. The Planning Board also approved ten non-substantial determinations, three extensions of special permits, three small subdivisions and recommended two streets for public layout.

In addition to fulfilling its statutory duties as a special permit grant authority and subdivision control authority, the Planning Board continued to support additional initiatives. Members of the Planning Board's Zoning Bylaw Subcommittee include Vincent Spada, Nancy Reed, Stephen Johnson and David Plunkett. The Subcommittee proposed two articles for Town Meeting action. The most significant Zoning Bylaw change was the amendment to the Highway Corridor Overlay District.

Board members are very active serving as representatives to the Northern Middlesex Council of Governments-David Plunkett, Local Housing Partnership-Nancy Reed, Community Preservation Committee-Nancy Reed, I-93 Interchange Tri-Town Task Force-Robert Fowler, Economic Development Committee- David Plunkett and Nancy Reed, Tewksbury Green Committee- Robert Fowler and Vincent Spada is serving on the Town Charter Review Committee and the High School Building Committee.

The Planning Board is committed to a long term effort to implement the Master Plan's vision, goals and recommendations to enhance future growth and land use and improve the quality of life for Tewksbury residents. In 2012 the Planning Board will begin an update of the 2003 Master Plan.

Respectfully submitted,

Nancy Reed, Chair  
Planning Board



# Community Preservation Committee

The Community Preservation Committee ("CPC") includes representatives from town boards and committees and one at large citizen member. The CPC Officers are, Nancy Reed, Chair, Donna Pelczar, Vice Chair, David Gay, Clerk, along with Tom Churchill, Corinne Delaney, Steve Deackoff and Richard Montuori.

The Community Preservation Act ("CPA", MGL Chapter 44B) is statewide enabling legislation allowing cities and towns in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (plus state matching funds) to be used for open space preservation, creation of community housing, preservation of historic buildings and landscapes, and creation of recreation opportunities.

The CPC requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70% of each year's funds can be spent or reserved in any of the four areas. In addition, up to 5% of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC.

All CPA funding requests require the recommendation of the project by the CPC to Town Meeting, and a majority vote of Town Meeting.

The CPC is currently overseeing or saw completion of the following projects in 2011 that were awarded by previous Annual Town Meetings (ATM) and Special Town of Meetings (STM):

- Historic Survey – Awarded STM, May 9, 2007, Article 3 - \$28,000. Create a database containing detailed information about the historic properties, site and objects in Tewksbury, using the forms prescribed by the Mass Historical Commission. This is useful for citizens' research, and is required for the Tewksbury Historical Commission to pursue preservation efforts, like historic districts, and grant opportunities. The contract for this project was awarded in 2009 and should be completed in 2010. As of this writing, the Survey is complete and received State Certification in 2011. The complete listing of all properties on the survey can be found on the Community Preservation Committee's Town website page.
- Livingston Parks/Recreation, Drainage – Awarded STM, May 9, 2007 - \$150,000. Recreation sought funds to keep the park's land areas from further harm by providing proper drainage to the Recreation areas that are threatened due to improper drainage. Costs also include Survey and Engineering. This project is currently pending land transfer from the State of Massachusetts. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.
- Town Hall Rehabilitation Project – Awarded STM Oct. 5, 2010. The Town of Tewksbury sought funds to rehabilitate our historic Town Hall. CPA funds were approved at town meeting totaling \$6,103,303. This project honors the historic architectural significance of the structure and its surroundings, while serving future residents in a manner consistent with its original intended use. In 2011 a Project Management firm was selected. Continued design will proceed and construction is anticipated to begin in 2012.
- Long Pond Remedial Action Section 319 Grant Application Matching Funds – Awarded STM October 2009, \$120,000 from the Community Preservation Fund's Open Space Reserve Account to be expended subject to a successful Clean Water Act, Section 319 Grant Award of up to \$225,000 for implementation of approximately 25 of the 164 restorative and protective action locations (BMPs) as described in the 2008 Long Pond Study. The Grant requires a 40% match and the set aside of these CPA funds will allow the Town to apply for the Grant. State approval of the grant award has been received as well as final approval from the EPA in 2011. The project is underway, including neighborhood outreach and High School student participation in the field and in class.
- Livingston Street State Cemetery Preservation, Clean-up and Fence - Awarded STM October 2009, \$15,000 to clean-up and fence-off an existing State Hospital Cemetery which is on a portion of the land to be transferred to the Town, subject to the Tewksbury State Hospital and State Division of Asset Management transfer of land known as the Saunders Recreational Facility to the Town of Tewksbury. May Town Meeting 2010 approved an additional \$27,000 for additional funding for the fence, which is proposed to be a wrought iron style rather than the previously approved funding for a chain link style fence. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.
- Town Hall Records Preservation - Awarded STM October 2009, \$50,000 from the Community Preservation Fund's Historic Preservation Reserve Account to be expended by the Town Clerk to recover, preserve and protect Town records and

archives. Part of this project is to fund recovery of 225.5 cubic feet of damaged documents due to water damage and high humidity in the Town Hall at an estimated cost of \$19,165.00. The proposed project also includes proactive document storage measures as recommended by the New England Document Center and the State Board of Library Commissioners. The preservation of town historical records and archives is a State mandate as well as a community need. This effort will be coordinated with the renovation and preservation of the Town Hall. Also awarded are \$375,000 CPA funds at May Town Meeting 2010 to complete this project.

In 2011, the Town Clerk began the comprehensive project to digitize all of the 87,000+ vital records at the Town Hall, to be completed in early 2012. In addition to the preservation of the records, this digitalization will increase efficiency at the Town Clerk's office by enabling staff to retrieve records directly from their desktop computers.

- In May 2011 an application was submitted and subsequently in November 2011, the U.S. Department of Housing and Urban Development announced its 5.3 million dollar grant award for the HUD Section 202 Senior Housing in Tewksbury. In May 2008, Town Meeting approved Tewksbury Community Preservation Funds of \$150,000 which were attached in support of the grant application for construction of 32 Affordable Senior Supportive Services Housing units off Livingston Street, near Saunders Circle. Construction could begin as early as late 2012.

In 2011, the Tewksbury CPC continued to supported Senate Bill 90 legislation at the Statehouse. An amendment to the Community Preservation Act, this bill would increase the annual minimum CPA trust fund match to 75%. The trust fund derives its revenue from fees collected at the Registries of Deeds statewide. Secondly, this bill would allow communities to combine a traditional 1% CPA property tax surcharge with up to 2% of other municipal revenue in order to fund their local Community Preservation account. Thirdly, this bill would clarify the allowable uses for CPA funds so that communities can rehabilitate existing outdoor parks and other recreational resources. Currently, rehabilitation projects are restricted to recreational resources that were acquired or created with CPA funds. We look forward to the passage of this well-received legislation in 2012.

The Community Preservation Committee welcomes project proposals that may contribute to preservation in Tewksbury.

Respectfully submitted,

Nancy Reed, Chair  
Community Preservation Committee

# Finance Department

*Accounting Reports  
Tax Collector*

*Board of Assessors  
Computer Services*

*Treasurer's Cash*

## Auditors Report

### General Fund Balance Sheet

June 30, 2011

General Cash	ASSETS	8,556,891.37
Collector	300.00	
Appeals	200.00	
Schools	50.00	550.00
Uncollected Taxes:		
Personal Property:		
FY99	53.04	
FY00	54.32	
FY01	121.44	
FY02	169.52	
FY03	821.86	
FY04	1,921.14	
FY05	12,687.58	
FY06	5,379.53	
FY07	6,420.16	
FY08	6,353.12	
FY09	28,370.61	
FY10	(12,722.55)	
FY11	106,019.26	155,649.03
Real Estate:		
FY06	(1,537.13)	
FY07	(2,274.54)	
FY08	(16,013.73)	
FY09	(36,542.02)	
FY10	(25,489.60)	
FY11	904,841.19	822,984.17
Motor Vehicle Excise:		
Prior FY		
FY06	15,873.83	
FY07	17,878.01	
FY08	20,905.79	
FY09	21,554.96	
FY10	47,256.10	
FY11	326,817.05	450,285.74
Boat Excise:		
FY05	169.00	
FY06	985.00	
FY07	1,341.00	
FY08	1,680.00	
FY09	1,883.80	6,058.80
Other Receivables:		



Tax Liens/Titles/Possessions	2,432,382.56	
Taxes in Litigation	-	
Deferred Taxes	177,136.24	
38D	204.09	
Ambulance Services	610,392.41	
Trash Carts	1,738.00	
Veterans Services	173,298.57	
Due From State	-	
Due From Employees	12,420.25	3,407,572.12
<b>TOTAL ASSETS</b>		<b>13,399,991.23</b>
<b><u>LIABILITIES/RESERVES</u></b>		
Warrants Payable		1,649,053.72
Accrued Payroll		364,727.10
School Accrued Payroll		1,836,811.62
Payroll Withholdings Payable:		26,592.79
Allowance for Abatements:		
FY04	4,000.00	
FY05	-	
FY06	-	
FY07	57,287.70	
FY08	122,634.86	
FY09	428,028.98	
FY10	633,122.91	
FY11	537,454.14	
		1,782,528.59
Unclaimed Property:		
Abandoned	4,121.29	
Tax Refunds	19,622.91	
		23,744.20
Taxes Paid in Advance	44,217.54	
		44,217.54
Deferred Revenue:		
Taxes in Litigation	-	
Real/Personal Taxes	(823,829.07)	
Supplemental RE Taxes	19,933.68	
Tax Titles/Possessions	2,432,382.56	
Deferred Taxes	177,136.24	
Motor Vehicle Excise	450,285.74	
Boat Excise	6,058.80	
38D	204.09	
Ambulance Service	610,392.41	
Trash Carts	1,738.00	
Veterans Benefits	173,298.57	3,047,601.02
<b>TOTAL LIABILITIES</b>		<b>8,775,276.58</b>
Fund Balances:		
Encumbrance Reserve	619,785.00	
Reserved for Expenditures	1,366,000.00	
Teachers Pay Deferral	(1,039,000.00)	

Petty Cash	550.00	
Unreserved/Undesignated	4,289,442.39	
Reserved for Future Year Debt	78,552.59	
Overlay surplus	-	
Overlay Deficit	-	
Reserved for Court Judgements	-	
Snow/Ice Deficit	(690,615.33)	
<b>TOTAL FUND BALANCES</b>		<b>4,624,714.65</b>

<b>Total Liabilities/Fund Balances</b>	<b>13,399,991.23</b>
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**SPECIAL FUNDS**

**Town Revolving/Grant Accounts**

Insurance <20K Town	3,562
Insurance <20K Police	4,470
Insurance <20K Fire	-
Insurance <20k DPW	16,545
Arts Lottery	6,077
Planning Engineering	697
Planning Sidewalks	34,520
Recreation Programs	11,880
Planning Consult-Existing	4,987
Conservation Consult-Existing	483
Planning Consult-New Projects	57,480
Conservation Consult-New Projects	11,578
ZBA Comprehensive	16,107
SASO Deposits	26,745
Park Fees	3,731
Stormwater	1,500
Street/Traffic Signs	2,750
Insurance <20K Parks	-
Community Preservation Fund	1,714,863
COA Revolving	16,467
BOH Emergency Kits Revolving	-
GIS Revolving	25,538
Town Clerk Revolving	18,080
State Election/Primary	37,927
Community Policing	-
Drug Control	-
Selective OT	(1,400)
EOPS	-
BT Response	-
Local Preparedness Grant	-
Ambulance Task Force	-
COA Grant	20,822
Library LSTA	3,000
Library Aid State Grant	33,828
DARE Grant	
SAFE Grant	1,494
Walmart Economic Development	3,450
Municipal Recycling Incentive	1,368
FEMA	(113,430)
MHOA Grt	-
Road Improvement/Neswc	325
Bulletproof Vests	4,911

Gates Foundation	10
Fire Safety Equipment Grant	-
Hazard Mitigation Grant	(378)
Police Safety Equip	17,049
BT Response	2,205
Assistance to Firefighters Grant	3,702
Library Public Funds Grant	-
Fire CIRRRIP Grant	-
SETB Training Grant	1,225
FED Equitable Sharing	83
WTP Hazard Mitigation Grant	(1,050)
Priority Dev. Site Chap 43D	34,134
911 PSAP/RECC Grant	-
EMPG Grant	-
State 911 Training Grant	(3,665)
PHER Grant	(681)
Clean Energy Grant	3,725
Foluoridation Equipment Grant	-
License Plate Reader Grant	(21,607)
Rte 133 Improvements	27,367
Cable TV Gift	27,518
DARE Gift	491
Fire Gifts	3,416
Thermal Camera Gift	351
Dog Pound Gift	500
Vicor Sewer	6,432
Sidewalk Gift	-
Patriotic Activities Gift	-
Homecoming Gifts	2,060
Library Gifts	3,299
Hydrant Gift	601
Recreation Gift	-
Recycling Committee	2,944
PAL School Custodians	-
Shawsheen & East St Improvements	50,000
Police Gifts	6,261
DPW Gift	250
Tax Assistance	6,360
COA Gift	1,181
Trull Family	-
Town Manager Gifts	91
Hanover	261,089
Library Scholarship	274
July 4th Gifts	-
Camp Polelo Gifts	-
Praxair/Library Gift	1,176
Dog Gifts	83
Tewksbury Economic Development	47
Hanover PRV Installation	-
Planning Brd Gifts	32,350
Foster School Sale	-
Weights/Measures Fines	1,252
Recreation Insurance >20K	-
Drug Forfeitures	6,919
COA Stipends	1,415



Conservation Engineering	2,540
Wetlands Protection Fund	32,008
Police Special Detail	2,050
Fire Special Detail	2,579
DPW Special Detail	-
Water Connection Materials	86,061
Sewer Engineering Review	575
School Gas Reimbursement	-
St. Claire Sewer Escrow	40,200
School Custodians	-
Youth Football Phone	37
Dog Fund	20,000
Sporting Fees	1,034
Fire Hazmat	4,894
Recycling/Composting Bins	2,304
ZBA Consulting	763
Woburn Street Improvements	25,000
Drainage Deposits	10,000
Bond Revocation	10,000
Disaster Relief	1,433
Compensation Funds	3,181
Oakdale Plaza	48,000
Firesetters Intervention Program	563
MAPC Fire Training	-
MAPC Police Training	1,736
Pl Bd Affordable Housing	40,000
Mitigation Escrow	-
Code Enforcement	1,100
Revaluation	13,911
Total Town Revolving/Grant Accounts	<u>2,790,773</u>

**School Revolving/Grant Accounts**

School Lunch	344,725
Athletics	54,089
Textbooks	1,792
Adult Education	37,930
School Facilities Rental	(1,226)
Extended Day	96,678
Heathbrook Insurance <20K	2,188
High School Insurance <20K	(90)
Ryan School Insurance <20K	2,541
Trahan Insurance <20K	14
School Administration Insurance <20K	-
Heathbrook Rental	5,684
Pre School	38,646
Full Day Kindergarten	124,959
Special Ed Circuit Breaker Reimb	490,790
H S Parking Fees	653
H S Clubs	45,211
H S Athletic Fees	22,264
Wynn Sch Athletics	14,336
Wynn Sch Clubs	9,014
Ryan Sch Clubs	2,302
AIC HS Rental	-
PSAT	3,210

P.A.L. Custodians	(283)
Recreation Custodians	(262)
Team Chair	147,312
Literacy Project	-
Academic Support	4,464
Project Charlie	4,886
Remedial Reading	43,129
Early Childhood	20,031
Math/Science	-
Sped Improvement	-
Enhanced Health	720
Enhanced Education	20
Improving Educator Quality	16,353
Early Childhood Training	-
Physical Fitness/Sports	2,900
Summer Support 625B	-
Big Yellow School Bus	200
ARRA IDEA Allocation	59,914
K12 Literacy Partnership	1,543
Crisis Intervention	(190)
High School Partnerships	4,919
Early Childhood Special Education	3,288
Titl 1 School Support	-
Tiered Insstruction 257	4,600
Educ Jobs	13,159
Titl 1 Carryover	1,955
HB Verizon Award	2,464
Verizon FIOS Campaign	1,475
High School Gift	784
Digital Gift	2,287
School Technology Gift	205
Walmart Gift	1,625
DARE	442
Trees	-
School Gifts	6,849
Scholarship Gifts	1,000
Space Day	2,608
Middle School Gifts	-
Lan Gift	250
Scholarship Fund	1,008
Education Fund	2,143
Tewksbury Rocks	-
Tewksbury Pride	-
E-Rate	9,318
Center School Rental	-
Long Range School Space Planning	3,034
NCS Pearson	50
Total School Revolving/Grant Accounts	<u>1,659,910</u>
<b>Capital Projects</b>	
Police Station	490
Water Plant Expansion	8,000
Water Contract #20	12,819
School Improvements	1,376

Merrimac River Trail	(10,000)
South Street Water	3,103
Wynn School Construction	1,161
Town Hall Remodeling	1,742
Astle Street Water Tank	8,000
Sidewalks ATM 10/01	-
Water Phase 6	-
Michael St Improvements	(7,726)
Wash Bay/Windows	40,643
Center Fire Improv	10,000
High School Feasibility	-
River Road Improv STM 10/09	9,811
DPW Building Improv ATM 5/09	186,075
River Rd Water Imp ATM 5/0	(63,982)
TMHS Construction STM 3/10	<u>2,419,032</u>
Total Capital Projects	<u><u>2,620,544</u></u>

#### **Sewers**

Phase IV	33,874
Fire Station/Trahan	<u>1,473</u>
Total Sewers	<u><u>35,347</u></u>

#### **Mass Highway Grants**

Livingston/Wildwood	(7,000)
Various Drainage Improv	(21,743)
Design FEMA Grant	(4,868)
Chapter 90 Trull Brk/Andover	(20,000)
East/Livingston Tip #4981	(11,420)
Chapter 90 East/Livingston Traffic Lights	(12,917)
Chapter 90 Merrimac Drive	(21,679)
Chapter 90 River Rd Emerg Repairs	(51,493)
Chapter 90 Summer Intern	(3,000)
Chapter 90 Livingston St Resurfacing	
Chapter 90 River Rd Assessments	
Chapter 90 East / Jill's Way	
Chapter 90 Cobbett St	20
Sidewalk Grant	111
Chapter 90 Foster Rd Culvert Construction	
Chapter 90 Community Presentation	
Chapter 90 River Rd Design	(95,810)
Chapter 90 Bridge St	
Chapter 90 Various St Repairs	(17,467)
Chapter 90 Pinnacle St Engineering	
Chapter 90 Trull Rd	
Chapter 90 Pinnacle Drainage Improv	
Chapter 90 Foster Sidewalk	
Chapter 90 Strongwater Brk	
Chapter 90 Pinnacle Resurfacing	
Chapter 90 East ST Engineering	
Total Mass Highway Grants	<u><u>(267,267)</u></u>

#### **Trusts**

Conservation	135,075
Foster	24,691
Pierce	1,630



Cemetery	22,968
Stabilization	519,870
Fairgrieve	211,920
Mahoney	1,509
Friend's of Library Endowment	26,212
Affordable Housing	1,824,807
Fire Equipment Stabiliaztion	1,450
Fire Gear Stabilization	10,921
OPEB	<u>351,578</u>
Total Trusts	<u><u>3,132,631</u></u>
<b>Bank Books/Bonds in Treasurer's Custody</b>	
Planning Projects	321,800
Conservation Commission	303,330
Sewer Installers Bonds	<u>277,000</u>
Total Bank Books in Treasurer's Custody	<u><u>902,130</u></u>
<b>Agency Funds</b>	
Deputy Collector	-
Criminal History Board	-
Parks Security Deposit	-
Teen Center Snack Bar Deposit	288
Special Details	5,639
Real Estate Deposits	-
Student Activities	128,781
ZBA Deposits	67,604
Action Ambulance	<u>0</u>
Total Agency Funds	<u><u>202,312</u></u>
<b>Debt Outstanding</b>	
Library	960,000
Police Station	725,000
Fire Station	613,400
Roof Repairs	104,250
Ryan School	985,000
High School Track	-
School Tank/Asbestos	60,000
DPW Tank Removal	60,000
Town Hall Annex	120,000
Sewer Main St	5,000
Sewer Phase 4 Town	1,050,749
Sewer Phase 5 Town	167,850
Sewer Phase 4 Trust	656,343
Sewer Phase 5 Trust	919,685
MWPAT 1 10/04	-
MWPAT 2 10/04	5,983,126
Town Offices	61,440
Water Tower Repairs	-
Sewer Trahan/Fire Station	-
Center/Dewing Schools Improvements	-
South Street Water	-
Fire Station	-
Livingston Park	-
Town Hall Remodeling	-
Water Mains 5/91	60,000
WTP Sludge	30,200

Water Mains 5/96	195,000
WTP Expansion	1,292,711
Water Mains 10/98	105,000
Middle School	2,862,000
Greenmeadow Sewer	189,000
WTP Expansion 3	1,634,000
Water Anthony Rd	194,000
Seneca Road Sewer	235,000
Rogers Street Water	156,000
Water System 10/03	690,000
Brentwood/Kendall Water	120,000
Water System 5/03	151,500
Sidewalks	80,000
Improvement TMHS 5/06 #1	129,000
Town Wide Sewer	88,787,500
Sidewalks 5/06	18,000
Water System PH8 10/04	558,000
Water Meters 5/06 #11	270,000
Fire Hydrants 5/06 #10	72,000
Water Tank	253,000
Water Shawsheen St 5/06 #9	36,000
Wash Bay & Windows	30,000
Water System Improv 5/06 #8	560,000
Central Fire Station 10/05 #18	-
Sutton Brook Rem 10/05 #2	60,000
Senior Center Const	3,115,000
Fire Hydrants 5/05 #12	72,000
Water Sys Improv 5/05 #10	270,000
Water Meters 5/05	332,000
Water Interconnect 5/05 #3	43,000
Repair Sewer Pumps 5/05 #15	1,785,000
Water System Improv 5/07 #9	180,000
Fire Hydrants 5/07 #10	90,000
Water Meters 5/07 #11	500,000
Water Storage Expan 5/08 #12	325,000
Fire Hydrants 5/08 #11	30,000
Water Meters 5/08 #12	620,000
Water Meters 5/09 #10	720,000
Fire Hydrants 5/09 #9	30,000
DPW Building 5/09 #15	180,000
Ames Hill Tank 5/09 #18	450,000
Water River Rd 5/06 #16	-
MRS Early Retirement 5/09 #17	-
TMHS Construction 3/10 #1	-
Total Maturing Debt	<u>119,981,754</u>
<b>Loans Authorized/Unissued</b>	
Sewer Pumps 5/05 #15	400,000
TMHS Study 5/08 #2	1,390,000
DPW Building 5/09 #15	100,000
Water River Rd 5/09 #16	520,000
MRS Early Retirement 5/09 #17	5,000,000
Ames Hill Tank 5/18 #18	25,000
Annex Roof 10/09 #7	100,000
Annex solar Panel 10/09 #8	85,000
TMHS Construction 3/10 #1	80,986,069

Road Drainage Improvements 5/10 #2	3,000,000
Water Meters 5/10 #9	500,000
Town Hall STM 10/10 #3	4,600,000
Water System Improvement 5/05 #10	445
Town Wide Sewer 5/08 #1	400,000
Bike Path 10/97 #9	30,000
Senior Center Exp 5/01 #8/23	350,000
Michael St	61,000
Total Loans Unissued	<u>97,547,514</u>

**DEBT ACTIVITY**

Water Mains	448,500
Treatment Plant	451,145
Water Tower Repairs	30,125
Water Meters	331,000
Water Storage Tank	124,000
MWPAT	495,672
School: Construction	372,000
Asbestos	Center/Dewing Improvements 25,000
Asbestos/Tank Removal	10,000
TMHS Improvements	130,000
Town Offices	32,430
Tank Removal	10,000
DPW Building	20,000
Sewers	3,015,475
Library	165,000
Police Station	255,000
South Fire Station	68,750
South Fire Station	16,000
Central Fire Station	12,000
Livingston St Park	10,000
Building Roofs	11,650
Senior Center: Plans	
Construction	225,000
Sidewalks	44,000
Windows/Truck Bay	10,000
Fire Hydrants	59,000
Sutton Brook Remediation	<u>10,000</u>
Total Principal Paid	<u>6,381,747</u>
Total Interest Paid	<u>5,030,802</u>



# Revenue Report

## Taxes/Interest/Penalties:

Personal Property	3,645,814.78	
Real Estate	51,287,260.23	
Supplemental Taxes	2,082.71	
Deferred Taxes Redeemed	-	
Tax Liens Redeemed	477,726.67	
Foreclosure Vacated	-	
Tax Possession Sold	-	
Gain on Sale of Town Land	-	
Motor Vehicle Excise	3,414,842.76	
Boat Excise	3,075.20	
Penalties/Interest/Legal:		
Tax Titles	69,574.79	
Real/Pers/MVX	189,442.62	
Payments in Lieu of Taxes	-	
Assessor 38D	2,145.91	
Proforma Taxes	4,164.00	59,096,129.67

## Charges/Fees:

Ambulance Charges	860,642.37	
Municipal Lien Certificates	48,075.00	
Collector Demands	95,283.57	
RMV Releases	22,500.00	
Trailer Park Fees	22,176.00	
Constable Fees	367.00	
Sundry Rentals	-	
Tower Rentals	494,753.93	
Miscellaneous	15,314.37	1,559,112.24

## From the Commonwealth:

Abatements:		
Surviving Spouses/Veterans/Blind	99,684.00	
Schools:		
Chap. 70 Aid	12,251,726.00	
Transportation	3,934.00	
Charter Schools	400,163.00	
Police Incentive	16,892.80	
Veterans Benefits	113,905.00	
MEMA Reimbursement	-	
Lottery	2,354,150.00	
State Election Reimbursement	-	
State-Owned Land	139,604.00	
Medicaid Reimbursement	216,820.57	15,596,879.37

## Other Revenue Sources:

Hotel Tax	484,269.46	
FEMA Federal Reimbursement	103,005.75	
Investment Earnings	34,486.01	
Medicare D Reimbursement	324,786.77	
DPW Damage Recovery	-	
Veterans Reimbursement	1,368.00	

Medicare Reimbursement	-	
Sale of Fixed Assets	-	
Misc Reimbursements	183.00	
Transfers from Special Funds	73,620.85	
Transfers from Trust Funds	75,000.00	1,096,719.84
<b>Departmental Fees:</b>		
Manager/Selectmen	2,159.14	
Cable Franchise	410,815.10	
Assessors	3,319.30	
Treasurer/Collector	12,899.46	
Clerk	42,917.95	
Conservation	-	
Planning	14,089.60	
Appeals	2,850.00	
Police	5,389.46	
Towing Fees	7,100.00	
Special Detail Adm. - Police	35,802.00	
"    "    "    - Fire	1,221.40	
Fire Inspections	5,884.80	
Building	19,779.00	
Wiring	47,264.00	
Plumbing	39,595.00	
Weights/Measures	5,915.00	
Trash Carts	30,034.25	
CRT Collections	-	
Hazardous Waste	-	
Health Miscellaneous	2,992.41	
Dog Fees	-	
		690,027.87
<b>Licenses/Permits:</b>		
Alcoholic Beverages	78,600.00	
Selectmen	10,835.00	
Police	7,925.00	
Fire	13,455.00	
Building	292,204.82	
Public Works	8,200.00	
Street & Sidewalk Openings	18,150.00	
Trench Safety	9,420.00	
Health	36,855.41	475,645.23
<b>Fines:</b>		
State/Local Courts	70,530.88	
False Alarms	3,425.00	
Library	22,205.48	
Parking	16,117.20	
Marijuana	500.00	
Weights & Measures	-	
Zoning	-	112,778.56
<b>Total General Fund Revenue</b>		<b>78,627,292.78</b>

# Appropriation Recap

	APPROPRIATED	EXPENDED	BALANCE
<b>MODERATOR</b>			
Salary	450.00	337.50	112.50
Operating	75.00	0.00	75.00
<b>SELECTMEN</b>			
Salaries	26,608.00	26,336.88	271.12
Operating	175,332.00	173,942.16	1,389.84
<b>MANAGER</b>			
Salaries	320,162.98	320,159.78	3.20
Operating	5,552.00	3,023.80	2,528.20
<b>FINANCE COMMITTEE</b>			
Salaries	2,692.15	2,503.38	188.77
Operating	788.00	787.22	0.78
Reserve Fund	8,528.25	0.00	8,528.25
<b>ACCOUNTING</b>			
Salaries	212,870.00	207,514.08	5,355.92
Operating	6,092.00	4,129.35	1,962.65
Outlay	0.00	0.00	0.00
<b>COMPUTER SERVICES</b>			
Salaries	152,781.50	152,774.89	6.61
Operating	71,977.39	70,587.47	1,389.92
Outlay	168,725.15	168,474.86	250.29
<b>ASSESSORS</b>			
Salaries	201,705.64	201,704.94	0.70
Operating	31,054.96	25,694.85	5,360.11
<b>TREASURER/COLLECTOR</b>			
Salaries	246,216.00	244,892.77	1,323.23
Operating	144,209.28	130,816.41	13,392.87
<b>TOWN COUNSEL</b>	165,904.00	128,596.12	37,307.88
<b>PERSONNEL REVIEW BOARD</b>	0.00	0.00	0.00
<b>ADMIN. SERVICES</b>			
Salaries	65,549.81	65,549.81	0.00
Operating	15,857.25	14,540.53	1,316.72
<b>CLERK</b>			
Salaries	173,059.00	164,713.95	8,345.05
Operating	17,647.39	15,549.11	2,098.28
Outlay	0.00	0.00	0.00



<b>ELECTIONS</b>			
Salaries	30,418.61	28,803.22	1,615.39
Operating	8,650.00	8,533.14	116.86
<b>REGISTRARS</b>			
Salaries	2,850.00	2,850.00	0.00
Operating	1,450.00	1,349.10	100.90
<b>PLANNING</b>			
Salaries	218,419.00	217,764.63	654.37
Operating	18,526.86	13,849.25	4,677.61
Outlay	0.00	0.00	0.00
<b>CABLE TV</b>			
Salaries	3,160.00	2,794.00	366.00
Operating	1,455.00	1,385.91	69.09
<b>TOWN HALL</b>			
Salaries	18,693.00	18,692.84	0.16
Operating	63,272.80	50,215.92	13,056.88
<b>AUXILIARY BLDG.</b>			
UTILITIES	40,551.00	36,867.26	3,683.74
<b>POLICE</b>			
Salaries	4,804,533.62	4,744,036.49	60,497.13
Operating	617,698.63	551,918.17	65,780.46
Outlay	81,101.08	80,907.32	193.76
<b>FIRE</b>			
Salaries	3,892,495.86	3,890,895.72	1,600.14
Operating	309,436.44	310,527.97	(1,091.53)
Outlay	206,944.59	206,944.59	0.00
<b>BUILDING</b>			
Salaries	146,964.81	146,677.62	287.19
Operating	5,187.19	3,817.22	1,369.97
Outlay	0.00	0.00	0.00
<b>EMERGENCY MANAGEMENT</b>			
Salaries	4,777.10	4,771.97	5.13
Operating	25,899.87	25,881.32	18.55
Outlay	41,317.28	41,317.28	0.00
<b>PARKING CLERK</b>			
Salaries	4,000.00	4,000.00	0.00
Operating	1,800.00	727.44	1,072.56
<b>SCHOOLS</b>			
Salaries	23,552,800.99	23,538,044.39	14,756.60
Operating	19,915,879.48	19,939,205.50	(23,326.02)
Outlay	40,000.00	34,074.13	5,925.87
<b>REGIONAL VOCATIONAL SCH.</b>			
	5,077,953.00	5,077,953.00	0.00

**DPW ADMINISTRATION**

Salaries	90,077.90	86,573.92	3,503.98
Operating	90,047.35	64,614.69	25,432.66
Outlay	0.00	0.00	0.00

**DPW ENGINEERING**

Salaries	45,461.00	42,920.46	2,540.54
Operating	6,197.00	5,232.31	964.69

**DPW HIGHWAY**

Salaries	505,654.10	424,640.38	81,013.72
Operating	180,166.67	162,763.63	17,403.04
Outlay	82,159.33	82,159.33	0.00

**DPW FORESTRY**

Operating	59,500.00	44,012.94	15,487.06
Outlay	27,706.00	27,701.15	4.85

**DPW FLEET**

Salaries	126,857.00	122,605.10	4,251.90
Operating	131,994.99	113,159.53	18,835.46
Outlay	25,415.00	25,093.92	321.08

**DPW ELECTRIC**

Operating	13,750.00	13,748.00	2.00
Outlay	0.00	0.00	0.00

**SNOW / ICE**

Salaries	75,500.00	178,005.76	(102,505.76)
Operating	126,000.00	714,109.57	(588,109.57)

**STREET LIGHTING**

	165,000.00	165,149.34	(149.34)
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**RUBBISH**

Rubbish Collection	1,309,802.00	1,309,801.56	0.44
Rubbish Disposal	670,000.00	660,768.07	9,231.93
Condo Trash Collection	0.00	0.00	0.00
Legal Services	10,000.00	4,457.34	5,542.66
Sutton Brk Remediation	150,000.00	150,000.00	0.00
Recycling Programs	3,167.00	2,902.85	264.15
Rubbish Stabilization	0.00	0.00	0.00

**HEALTH**

Salaries	212,410.69	210,167.35	2,243.34
Operating	15,898.96	15,720.72	178.24

**ELDERLY**

Salaries	124,022.19	123,248.99	773.20
Operating	99,173.21	88,004.69	11,168.52
Outlay	3,500.00	0.00	3,500.00

**VETERANS SERVICES**

Salaries	48,021.00	48,015.83	5.17
Aid	187,185.00	185,746.69	1,438.31

<b>EXCEPTIONAL CHILDREN</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>PATRIOTIC ACTIVITIES</b>	1,335.00	1,298.97	36.03
<b>LIBRARY</b>			
Salaries	633,611.00	630,764.88	2,846.12
Operating	279,279.00	261,759.97	17,519.03
<b>RECREATION</b>			
Salaries	170,280.08	170,279.43	0.65
Operating	97,670.60	97,568.73	101.87
Outlay	29,100.00	29,081.00	19.00
<b>DEBT/INTEREST</b>			
Principal	889,830.00	889,830.00	0.00
Interest/Debt	266,260.00	266,259.32	0.68
Interest/Temp. Loans	1,265.22	1,265.22	0.00
<b>EMPLOYEE BENEFITS</b>			
Retirement	4,112,627.00	4,112,627.00	0.00
Teachers E.R.I.	0.00	0.00	0.00
Occup.Injury Reserve	80,795.00	80,795.00	0.00
Unemployment Comp.	39,729.09	39,729.09	0.00
Group Insurance	3,754,565.00	3,754,565.00	0.00
Medicare	168,758.04	158,865.55	9,892.49
<b>FIRE /LIABILITY</b>			
<b>INSURANCE</b>	307,932.65	307,932.65	0.00

\*Note: Overbudget due to debt on new high school.

The additional principal and interest costs were not originally appropriated.



# Sewer Enterprise Fund Balance Sheet

June 30, 2011

<u>ASSETS</u>		
Cash		1,235,676.41
Sewer Connections		
FY06	1,749.71	
FY07	403,648.14	
FY08	811,657.77	
FY09	1,954,041.15	
FY10	1,502,829.67	
FY11	25,800.00	4,699,726.44
Sewer Rates		
FY09	15.35	
FY10	(447.00)	
FY11	828,036.23	
	11,140.91	838,745.49
Sewer Liens		
FY09	-	
FY10	144.07	
FY11	60,536.10	60,680.17
Sewer Connection Liens		
FY09	685.45	
FY10	4,061.12	
FY11	69,496.10	74,242.67
<b>TOTAL ASSETS</b>		<b>6,909,071.18</b>
<u>LIABILITIES/RESERVES</u>		
Warrants Payable		310,489.53
Accrued Payroll		3,654.36
Bans Payable		-
Special Detail Payable		-
Deferred Revenues		
Connection Liens	4,699,726.44	
Rates	838,745.49	
Liens	134,922.84	5,673,394.77
<b>TOTAL LIABILITIES</b>		<b>5,987,538.66</b>
FUND BALANCES:		
Encumbrance Reserve	13,639.13	
Reserved Expenditures	17,461.46	
Unreserved/Undesignated	890,431.93	
<b>TOTAL FUND BALANCES</b>		<b>921,532.52</b>
<b>Total Liabilities/Fund Balances</b>		<b>6,909,071.18</b>

# Sewer Enterprise Fund Revenue Report

## REVENUE

### Sewer Enterprise Fund

Bond Premiums	-
Interest	51,483.99
Demand Fees	643.82
Connection Fees	2,232,608.82
Sewer Rates	5,077,991.01
Sewer Liens	1,113,758.63
Drainlayer Renewal Fees	5,100.00
Application Fee	8,900.00
Miscellaneous Revenue	12,667.35
State Aid	-
Investment Earnings	5,261.72
Transfer From G/F	299,976.00

**Total Sewer Enterprise Fund Revenue**

**8,808,391.34**

# Sewer Operating Recap

## EXPENDED

Road Resurfacing	77.49	
Engineering Services	388,391.56	
Legal Services	32,006.83	
Paving Oversight	-	
Bond Issue Cost	-	
Easements	470.79	
Easement Settlements	354,454.00	
Transportation	-	
Supervisor Details	-	
Other Expenses	25,797.29	
East St Water/Sewer	180,126.26	
Special Detail	112.52	
Construction	2,064,622.15	
Generator	-	3,046,058.89
<b>Sewer Pumps</b>		
Engineering Services	7,409.90	
Easements	83.04	
Other Expenses	7,178.32	
Construction	76,908.74	91,580.00
<b>Total Capital Expenditures</b>		<b>3,137,638.89</b>



# Water Enterprise Fund Balance Sheet

June 30, 2011

## ASSETS

Cash		816,452.63
Cross Connection		70.00
Refuse Access		-
Water Connections	-	-
Water Rates		
FY07	(0.61)	
FY08	247.19	
FY09	740.87	
FY10	199.11	
FY11	1,206,293.96	
FY12	12,361.52	1,219,842.04
Water Liens		
FY07	-	
FY08	-	
FY09	-	
FY10	1,197.19	
FY11	66,732.55	67,929.74
Commercial Water Meters		-
<b>TOTAL ASSETS</b>		<b>2,104,294.41</b>

## LIABILITIES/RESERVES

Warrants Payable		43,683.71
Accrued Payroll		16,203.01
Bans Payable		-
Due From State		-
Deferred Revenues		
Connections	70.00	-
Rates	1,219,842.04	
Refuse Access	-	
Liens	67,929.74	
Meter Replacement	-	1,287,841.78
<b>TOTAL LIABILITIES</b>		<b>1,347,728.50</b>

## FUND BALANCES:

Encumbrance Reserve	42,139.36	
Reserved Expenditures	714,426.55	
Unreserved/Undesignated	-	
<b>TOTAL FUND BALANCES</b>		<b>756,565.91</b>
<b>Total Liabilities/Fund Balances</b>		<b>2,104,294.41</b>

# Water Enterprise Fund Revenue Report

## REVENUE

### Water Enterprise Fund

Bond Premiums	-
Interest	54,848.97
Demand Fees	31,867.02
Misc Water Service	2,799.84
Connection Fees	55,050.00
Water Rates	6,745,152.68
Water Liens	435,673.53
Application Fee	7,965.00
Water Meters	18,594.70
MTBE Settlement	0.00
Misc Revenue	12,636.32
Investment Earnings	1,168.43
Transfer From G/F	0.00

**Total Water Enterprise Fund Revenue**

**7,365,756.49**

# Water Operating Recap

	APPROPRIATED	EXPENDED	BALANCE
<b>SELECTMEN</b>			
Salaries	396.00	396.00	0.00
Operating	1,726.00	1,726.00	0.00
<b>MANAGER</b>			
Salaries	16,183.00	16,183.00	0.00
Operating	291.00	291.00	0.00
<b>RESERVE FUND</b>			
	25,000.00	0.00	25,000.00
<b>ACCOUNTING</b>			
Salaries	5,377.00	5,377.00	0.00
Operating	160.00	160.00	0.00
<b>COMPUTER SERVICES</b>			
Salaries	2,336.00	2,336.00	0.00
Operating	11,138.00	11,138.00	0.00
Outlay	0.00	0.00	0.00
<b>ASSESSORS</b>			
Salaries	11,204.00	11,204.00	0.00
Operating	425.00	425.00	0.00
<b>TREASURER/COLLECTOR</b>			
Salaries	54,592.00	54,592.00	0.00
Operating	17,572.00	17,572.00	0.00
<b>TOWN COUNSEL</b>	9,188.00	9,188.00	0.00
<b>ADMIN. SERVICES</b>			
Salaries	1,341.00	1,341.00	0.00
Operating	203.00	203.00	0.00
<b>CLERK</b>			
Salaries	2,358.00	2,358.00	0.00
Operating	213.00	213.00	0.00
Outlay			0.00
<b>PLANNING</b>			
Salaries	2,869.00	2,869.00	0.00
Operating	244.00	244.00	0.00
<b>TOWN HALL</b>			
Salaries	491.00	491.00	0.00
Operating	1,517.00	1,517.00	0.00
<b>AUXILIARY BLDG. UTILITIES</b>	1,067.00	1,067.00	0.00
<b>FIRE</b>			
Salaries	0.00	0.00	0.00

	APPROPRIATED	EXPENDED	BALANCE
<b>BUILDING</b>			
Salaries	29,150.00	29,150.00	0.00
Operating	82.00	82.00	0.00
<b>DPW</b>			
Salaries	157,763.00	157,763.00	0.00
Operating	83,518.00	83,518.00	0.00
Outlay	3,939.00	3,939.00	0.00
<b>WATER DISTRIBUTION</b>			
Salaries	491,570.00	487,630.21	3,939.79
Operating	138,640.00	114,905.96	23,734.04
Outlay	46,405.00	44,826.04	1,578.96
<b>WATER TREATMENT</b>			
Salaries	746,882.25	734,558.60	12,323.65
Operating	1,047,376.75	989,095.27	58,281.48
Outlay	20,350.00	19,832.78	517.22
<b>HEALTH</b>			
Salaries	6,686.00	6,686.00	0.00
Operating	294.00	294.00	0.00
<b>DEBT/INTEREST</b>			
Principal	1,757,915.00	1,757,915.00	0.00
Interest/Debt	535,603.00	535,602.42	0.58
Interest/Temp. Loans	0.00	0.00	0.00
<b>EMPLOYEE BENEFITS</b>			
Retirement	501,299.00	501,299.00	0.00
Group Insurance	311,444.00	311,444.00	0.00
Medicare	14,584.00	14,584.00	0.00
	6,059,392.00	5,934,016.28	125,375.72



# Water Capital Expenditures

## Phase 8

Engineering Services	0.00	
Easements	0.00	
Hydrants	0.00	
Other Expenses	0.00	
Construction	49,229.75	49,229.75

## Phase 9

Road Resurfacing	0.00	
Engineering Services	0.00	
Easement Settlement	0.00	
Hydrant Purchases	0.00	
Construction	10,228.03	10,228.03

## Hydrant Replacement

Engineering Services	0.00	
Hydrant Replacements	0.00	
Hydrant Purchases	0.00	
Construction	32,150.00	32,150.00

## Water Meters

Overtime	12,969.18	
Prof Services	27,286.85	
Other Equipment	120,920.14	
Other Expenses	2,676.34	
Meters and Software	84,948.76	
Microwave Network	0.00	
Meter Purchases	0.00	
Finished Water Line	12,347.98	261,149.25

## Phase 7

Road Resurfacing	0.00	
Engineering Services	0.00	
Hydrant Purchase	0.00	
Other Expenses	0.00	
Construction	28,853.02	28,853.02

## Phase 10

Engineering Services	0.00	
Hydrants	9,556.30	
Construction	(2,222.60)	7,333.70

## Water Interconnect

Engineering Services	0.00	
Other Expenses	0.00	
Construction	0.00	0.00

## Phase 11

Engineering Services	0.00	
Other Expenses	0.00	
Construction	9,802.50	9,802.50

## Ames Hill Water Tank

Equipment & Maintenance	0.00	
Engineering Services	25,020.00	
Other Expenses	2,306.90	
WTP Instrument Upgrade	47,308.76	
Astle Tank Mixer	31,710.00	
Construction	45,885.00	152,230.66

<b>Total Water Capital Expenditures</b>		<b>550,976.91</b>
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# Board of Assessors

John J Kelley, Jr, MAA, Chairman 2002 - 2012

Barbara A Flanagan

Susan Moore, MAA

Phone: (978) 640-4330

Fax: (978) 851-4849

email: [assessor@tewksbury-ma.gov](mailto:assessor@tewksbury-ma.gov)

		FY2011	FY2012
Total Taxable Value of Real Property		\$3,572,860,000.00	\$3,625,889,200.00
Total Taxable Value of Personal Property		\$169,542,730.00	\$163,638,340.00
Total Taxable Value of Real + Personal Property		\$3,742,402,730.00	\$3,789,527,540.00
 Total Value of Exempt Property		 \$204,499,100.00	 \$203,363,000.00
 Tax Rates, /\$1000	Residential/Open Space	\$13.45	\$14.93
	Commercial/Industrial/Personal	\$21.28	\$25.05
	Combined	\$14.99	\$16.81
	 Motor Vehicle Excise	 \$25.00	 \$25.00
 Appropriations	Town Meeting(incl. enterprise funds)	\$95,286,050.00	\$95,596,010.16
	State & County	\$1,155,290.00	\$1,207,754.00
	Overlay of Current Year	\$983,083.00	\$629,408.64
	Other Amounts To Be raised	\$2,633,221.00	\$3,906,844.44
	Gross Amount To Be Raised	\$100,057,644.00	\$101,340,017.00
	Other Receipts(incl. enterprise receipts)	\$43,984,791.00	\$37,634,381.00
	Net Amount To Be Raised By Taxation	\$56,072,852.00	\$63,705,636.24

The Assessors' Office is open Monday through Thursday from 8:30am to 4:30pm.

Since I will be retiring on January 31, 2012 this is my last report as Chief Assessor. It has been a great pleasure over the past ten years to work with Town officials, Town employees and the citizens of the Town.

I especially want to thank the staff in the Assessors' Office: Mrs. Traub, Mrs. Robinson and Mrs. Foley.

Jay Kelley

# Treasurer's Cash

CASH ON HAND JUNE 30, 2010 .....	\$31,176,465.00
RECEIPTS TO JUNE 30, 2011 .....	\$136,890,311.98
	<u>\$168,066,776.98</u>

PAID ON WARRANTS TO JUNE 30, 2011.....	(\$142,099,772.17)
BALANCE JUNE 30, 2011.....	<u>\$25,967,004.81</u>

## DETAIL OF DEBT OUTSIDE OF THE DEBT LIMIT

WATER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$16,022,537.00
SEWER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$89,399,003.72
	<u>\$105,421,540.72</u>

### STATEMENT OF TOWN DEBT FISCAL YEAR BASIS

2012	7,949,904.68
2013	7,800,279.11
2014	7,675,801.89
2015	7,476,866.20
2016	7,513,118.63
2017	7,559,703.77
2018	7,825,431.00
2019	8,302,731.00
2020	8,491,103.00
2021	9,053,701.00
2022	9,166,453.00
2023	9,079,361.00
2024	9,307,429.00
2025	9,200,660.00
2026	8,849,056.00
2027	8,967,623.00
2028	6,625,000.00
2029	4,835,000.00
2030	3,490,000.00
2031	1,980,000.00
2032	375,000.00
2033	375,000.00
2034	375,000.00
2035	375,000.00

TOTAL: 152,649,222.28

### STATEMENT OF INTEREST FISCAL YEAR BASIS

2012	5,164,519.46
2013	5,632,493.44
2014	5,392,333.46
2015	5,139,501.13
2016	4,871,287.90
2017	4,601,521.71
2018	4,344,483.85
2019	4,030,961.91
2020	3,686,392.96
2021	3,315,799.91
2022	2,942,304.62
2023	2,577,840.23
2024	2,229,577.33
2025	1,867,610.18
2026	1,500,874.28
2027	1,144,632.49
2028	783,556.26
2029	495,237.50
2030	290,100.00
2031	148,600.00
2032	67,500.00
2033	50,625.00
2034	33,750.00
2035	16,875.00

TOTAL: 60,328,378.62

### CASH AND SECURITIES IN CUSTODY OF TOWN TREASURER AS OF JUNE 2011

CONSERVATION	\$135,074.51
FOSTER SCHOOL FUND	\$24,690.90
PIERCE ESSAY FUND	\$1,630.17
CEMETERY PERPETUAL CARE FUND	\$22,967.64
STABILIZATION FUND	\$519,869.61
FAIRGRIEVE MEMORIAL FUND	\$211,919.92
MAHONEY FAMILY REWARD FUND	\$1,509.04
LIBRARY ENDOWMENT FUND	\$26,212.21
COMMUNITY PRESERVATION ACT	\$3,212,004.97
AFFORDABLE HOUSING	\$1,864,807.49
FIRE EQUIPMENT	\$76,449.94
FIRE PROTECTION GEAR	\$10,921.42
OTHER POST EMPLOYMENT BENEFITS	\$351,578.40
TOTAL	<u>\$6,459,636.22</u>

# Tax Collector

REAL ESTATE	F/Y2012	F/Y2011	F/Y2010	F/Y2009	F/Y2008	F/Y2007	FY2006	
COMMITMENTS	29,850,500.85	26,387,062.50	281,284.82	-	(16,959.26)			
O/S 7/1/10		26,089,593.47	823,854.31	(96,893.89)		(2,274.54)	-\$1,537.13	
COLLECTIONS	43,431.82	50,887,243.61	851,552.97	3,018.42				
ABATEMENTS		450,747.34	288,496.83	536.86				
REFUNDS		86,109.97	325,771.56	69,062.18	945.53			
ADDED TO TX TITLE		276,785.12	295,202.04	5,159.07				
DEFERRED TAXES		39,503.80						
TAX POSSESSION		-						
MISC ADJ	-785.72	3,644.88	(21,148.45)	4.04				
BALANCE 6/30/11	29,806,283.31	904,841.19	(25,489.60)	(36,542.02)	(16,013.73)	(2,274.54)	(1,537.13)	
<u>WATER/SEWER/SEWER CONN LIENS</u>	<u>F/Y 2012</u>	<u>F/Y2011</u>	<u>F/Y2010</u>	<u>F/Y2009</u>	<u>F/Y2008</u>	<u>FY2007</u>		
COMMITMENTS		1,693,362.34	-					
O/S 7/1/10		-	178,418.44	1,611.64				
COLLECTIONS		1,443,298.66	106,798.44	926.19				
ABATEMENTS		1,282.58	2,602.07					
REFUNDS		652.82	1,097.24					
TAX POSSESSION								
ADDED TO TT		49,110.78	63,913.70					
DEFERRED		3,551.17	-					
MISC ADJ		(7.22)	(799.09)					
BALANCE 6/30/11	\$0.00	196,764.75	5,402.38	685.45	-			
<u>PERSONAL PROPERTY</u>	<u>F/Y2012</u>	<u>F/Y2011</u>	<u>F/Y2010</u>	<u>F/Y2009</u>	<u>F/Y2008</u>	<u>F/Y2007</u>	<u>PRIOR YEAR</u>	
COMMITMENTS	1,969,740.17	1,901,079.22	-	-	-	-		
O/S 7/1/10	-	1,708,950.68	115,186.48	44,275.75	17,782.54	6,904.89	21,208.43	
COLLECTIONS		3,498,575.64	147,527.09	14,574.65	11,411.76	579.20		
ABATEMENTS		4,806.65	7,057.08	1,501.33				
REFUNDS			26,416.67	202.53		94.47		
MISC ADJ		(628.35)	258.47	(31.69)	(17.66)			
BALANCE 6/30/11	1,969,740.17	106,019.26	(12,722.55)	28,370.61	6,353.12	6,420.16	21,208.43	
<u>MOTOR VEHICLE EXCISE</u>	<u>F/Y2012</u>	<u>F/Y2011</u>	<u>F/Y2010</u>	<u>F/Y2009</u>	<u>F/Y2008</u>	<u>F/Y2007</u>	<u>FY2006</u>	<u>Prior Years</u>
COMMITMENTS		3,237,984.56	438,766.05	10,439.40	55.00	-	-	\$0.00
ADD'L COMMITMNTS								
O/S 7/1/10		-	181,951.52	49,501.85	25,777.79	19,802.64	16,876.72	\$0.00
COLLECTIONS		2,861,219.20	559,633.43	37,472.50	4,615.45	2,042.74	1,149.23	\$1,706.02
ABATEMENTS		62,202.05	50,147.77	3,986.98	858.33	-	-	
REFUNDS		12,786.33	36,320.37	3,014.30	546.78	118.14	146.34	
RESCINDED ABATEMENTS								(\$1,706.02)
MISC ADJ		(532.59)	(0.64)	58.89		(0.03)		
BALANCE 6/30/11	\$0.00	326,817.05	47,256.10	21,554.96	20,905.79	17,878.01	15,873.83	\$0.00
<u>BOAT EXCISE</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
COMMITMENTS				5,848.00				
ADD'L COMMITMNTS				-				
O/S 7/1/10				-	\$1,682.07	\$1,333.00	\$985.00	169.00
COLLECTIONS				3,121.20	\$40.00			
ABATEMENTS				843.00	\$15.00	\$25.00		
REFUNDS					\$53.00	\$33.00		
RESCINDED ABATEMENTS								
MISC ADJ					(\$0.07)			
BALANCE 6/30/11	\$0.00	\$0.00	\$0.00	\$1,883.80	\$1,680.00	\$1,341.00	\$985.00	169.00



# Employee Earnings

## Town Employee Earnings

Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
<b>ADMINISTRATIVE SERVICES</b>					
	BELANGER, TERESA L.	17,156.37	0.00	0.00	17,156.37
	RIVERA, MICHELE L.	17,745.93	0.00	0.00	17,745.93
	ROSE, WILLIAM A.	18,664.06	0.00	0.00	18,664.06
<b>ASSESSOR</b>					
	FLANAGAN, BARBARA A.	1,200.00	0.00	0.00	1,200.00
	FOLEY, JOANNE P.	34,342.29	0.00	0.00	34,342.29
	KELLEY, JOHN J.	85,142.10	0.00	0.00	85,142.10
	MOORE, SUSAN E.	1,200.00	0.00	0.00	1,200.00
	ROBINSON, CHRISTINE .	47,317.24	0.00	100.03	47,417.27
	TRAUB, LINDA M.	54,587.73	0.00	0.00	54,587.73
<b>AUDITORS</b>					
	ALFANO, PAMELA J.	20,461.60	0.00	0.00	20,461.60
	BREKALIS, KAREN E.	39,741.72	0.00	0.00	39,741.72
	GILL, DONNA J.	39,468.51	0.00	0.00	39,468.51
	PERRY, RACHAEL M.	1,152.00	0.00	0.00	1,152.00
	RAY, JAMIE L.	114.00	0.00	0.00	114.00
	REZNIKOW, MICHAEL J.	72.00	0.00	0.00	72.00
	WALSH, DONNA M.	88,900.48	0.00	0.00	88,900.48
<b>BOARD OF SELECTMEN</b>					
	GAY, DAVID H.	4,500.00	0.00	0.00	4,500.00
	JOHNSON, TODD R.	5,400.00	0.00	0.00	5,400.00
	SEARS, DOUGLAS W.	4,500.00	0.00	0.00	4,500.00
	STRONACH, ANNE MARIE	4,500.00	0.00	0.00	4,500.00
	WILSON, SCOTT D.	4,500.00	0.00	0.00	4,500.00
<b>BUILDING DEPARTMENT</b>					
	CATHCART, DAWN E.	53,607.14	0.00	2,425.15	56,032.29
	JOHNSON, EDWARD P.	73,290.22	0.00	0.00	73,290.22
	NONNI, PAUL J.	240.00	0.00	0.00	240.00
	O'KEEFE, NANCY A.	50,443.12	0.00	0.00	50,443.12
	SULLIVAN, HAROLD J.	19,512.32	0.00	0.00	19,512.32
	WILD, PAUL A.	19,512.32	0.00	0.00	19,512.32
<b>CABLE TV</b>					
	KERR, PAUL R.	2,076.51	0.00	0.00	2,076.51
	RICCIARDI, CHRISTOPHER R.	724.00	0.00	0.00	724.00
<b>COMPUTER SERVICES</b>					
	HANSON, LISA A.	54,069.80	0.00	0.00	54,069.80
	HATTORI, STEPHEN M.	104,381.58	0.00	0.00	104,381.58
<b>COUNCIL ON AGING</b>					
	BRABANT, LINDA R.	83,034.08	0.00	0.00	83,034.08
	NOEL, ROBERT S.	39,097.98	0.00	723.79	39,821.77
<b>DEPARTMENT OF</b>					

Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
<b>PUBLIC WORKS</b>					
	BAROZZI , PETER J.	2,865.85	0.00	0.00	2,865.85
	BELIDA , ROBERT A.	70,280.12	0.00	20,857.58	91,137.70
	BROTHERS , MICHAEL S.	60,728.80	0.00	1,869.78	62,598.58
	CAREY , PATRICK R.	51,491.80	0.00	21,150.48	72,642.28
	CHANDLER , KENNETH .	58,017.72	0.00	22,278.88	80,296.60
	CHANDLER JR , WILLIAM .	74,462.08	0.00	22,975.16	97,437.24
	CHENG , DEBBIE	12,201.00	0.00	0.00	12,201.00
	CONLON , KEVIN M.	66,862.99	0.00	23,252.52	90,115.51
	DEROCHE , GEORGE W.	78,089.77	0.00	25,453.10	103,542.87
	DESHLER , TERESA C.	8,450.56	0.00	0.00	8,450.56
	DONOVAN , MICHAEL B.	63,904.85	0.00	17,710.28	81,615.13
	GATH , BRIAN R.	64,521.14	0.00	11,776.24	76,297.38
	GIANNETTI , FRANK P.	65,010.42	0.00	1,195.50	66,205.92
	GILBERT , BRIAN M.	102,142.13	0.00	0.00	102,142.13
	GILBERT , LAWRENCE J.	65,259.90	0.00	2,461.32	67,721.22
	GITSCHIER , ERIK R.	20,185.10	0.00	1,230.39	21,415.49
	HIRTLE , MATHEW T.	61,732.33	0.00	4,726.37	66,458.70
	JAQUEZ , CARLOS L.	43,138.26	0.00	0.00	43,138.26
	KEARNS , STEPHANIE L.	8,700.00	0.00	0.00	8,700.00
	LADDERBUSH , MARLENE M.	64,511.73	0.00	13,305.61	77,817.34
	LAYNE , KENNETH W.	58,448.30	0.00	9,869.62	68,317.92
	MARION , BERNARD H.	61,573.80	0.00	13,216.22	74,790.02
	MARION II , LOUIS E.	57,526.60	0.00	11,066.25	68,592.85
	MCCARTHY , WILLIAM J.	57,016.02	0.00	19,522.40	76,538.42
	MINER JR , ROBERT H.	63,397.33	0.00	20,329.65	83,726.98
	NAZARIAN , NINA .	55,721.65	0.00	0.00	55,721.65
	PATTERSON , SUSAN M.	50,558.11	0.00	0.00	50,558.11
	PETERS , MICHAEL D.	65,522.53	0.00	14,102.43	79,624.96
	PRATT , JOHN S.	59,147.72	0.00	19,854.03	79,001.75
	RUIZ , MICHAEL D.	378.00	0.00	0.00	378.00
	SALERNO , JOHN M.	65,628.21	0.00	19,082.12	84,710.33
	STEIN , MICHELE J.	72,019.25	0.00	0.00	72,019.25
	STODDARD , RICHARD E.	67,403.13	0.00	23,532.95	90,936.08
	STRONACH , TIMOTHY .	65,010.40	0.00	23,874.92	88,885.32
	VIEWEG JR , EDWARD L.	68,084.85	0.00	18,175.50	86,260.35
	WARD , JACK W.	66,352.62	0.00	29,719.62	96,072.24
	WESTAWAY , RICHARD L.	72,707.10	0.00	14,312.10	87,019.20
	ZEDIANA , LEWIS W.	90,503.44	0.00	0.00	90,503.44
<b>ELECTION OFFICERS</b>					
	ANDERSON , CAROLYN M.	112.00	0.00	0.00	112.00
	ARCAND , NOREEN .	112.00	0.00	0.00	112.00
	BAIRSTOW , LAURENCE B.	52.00	0.00	0.00	52.00
	BEATTIE , ELEANOR M.	288.00	0.00	0.00	288.00
	BEATTIE , MARY	114.00	0.00	0.00	114.00
	BRADLEY , RUTH	114.00	0.00	0.00	114.00
	BRADY , JEAN E.	142.50	0.00	0.00	142.50
	BROTHERS , KATHLEEN M.	120.00	0.00	0.00	120.00
	BULLEN , SUSAN M.	108.00	0.00	0.00	108.00
	CALLAHAN , ANNE M.	192.50	0.00	0.00	192.50
	CANNISTRARO , SANDRA A.	108.00	0.00	0.00	108.00
	CAREY , ELIZABETH A.	342.00	0.00	0.00	342.00
	CASAZZA , MARY A.	120.00	0.00	0.00	120.00



Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	CASEYMS , ELINOR M.	112.00	0.00	0.00	112.00
	CHANDLER , BARBARA L.	108.00	0.00	0.00	108.00
	COLMAN , JUDITH A.	294.00	0.00	0.00	294.00
	COVIELLO , ANNE B.	60.00	0.00	0.00	60.00
	COVIELLO , JOHN .	285.00	0.00	0.00	285.00
	DIBELLA , MARY P.	112.00	0.00	0.00	112.00
	FRASER , EVELYN .	112.00	0.00	0.00	112.00
	FRENCH JR , WARREN J.	108.00	0.00	0.00	108.00
	FRONGILLO , KATHERINE L.	220.00	0.00	0.00	220.00
	GEARTY , LOUISE A.	136.00	0.00	0.00	136.00
	GIBBS , RUTH A.	112.00	0.00	0.00	112.00
	GOLEN , ALICE .	171.00	0.00	0.00	171.00
	HAINES , DONNA G.	114.00	0.00	0.00	114.00
	HANSFORD , JOAN P.	114.00	0.00	0.00	114.00
	HANSON , SUSAN A.	164.00	0.00	0.00	164.00
	IPPOLITO , JEANNETTE C.	48.00	0.00	0.00	48.00
	KEEFE , ELLEN M.	100.00	0.00	0.00	100.00
	KOBELSKI , CAROL M.	112.00	0.00	0.00	112.00
	LAFHEY , CHERYLE A.	48.00	0.00	0.00	30.00
	LINSCOTT , JANE A.	112.00	0.00	0.00	112.00
	LYNCH , BERNICE L.	112.00	0.00	0.00	112.00
	MAC INNIS , ROBERT B.	108.00	0.00	0.00	108.00
	MAHER , KATHERINE M.	268.00	0.00	0.00	268.00
	MCGRATH , DOROTHY E.	235.00	0.00	0.00	235.00
	MCKENNA , ROSE M.	140.00	0.00	0.00	140.00
	MCNAMARA , PATRICIA M.	142.50	0.00	0.00	142.50
	MCNAUGHT , PAUL L.	112.00	0.00	0.00	112.00
	MCNAUGHT , RUBY N.	112.00	0.00	0.00	112.00
	METCALF , JEAN P.	112.00	0.00	0.00	112.00
	MURPHY , JANET E.	134.00	0.00	0.00	134.00
	NICKERSON , DIANE V.	32.00	0.00	0.00	32.00
	NILES , MILDRED A.	108.00	0.00	0.00	108.00
	NIVEN , MAUREEN P.	112.00	0.00	0.00	112.00
	O'BRIEN DEE , RITA	100.00	0.00	0.00	100.00
	PEPIN , MARY	137.50	0.00	0.00	137.50
	PERROTTA , TERESA M.	282.00	0.00	0.00	282.00
	PILCHER , MARY	271.00	0.00	0.00	271.00
	POLLARD , GAIL A.	165.00	0.00	0.00	165.00
	POWER , DANIEL E.	80.00	0.00	0.00	80.00
	QUAGLIA , P. JERRY	105.00	0.00	0.00	105.00
	RAVAGNI , ADELE R.	164.00	0.00	0.00	164.00
	ROBBIO , HELEN H.	102.00	0.00	0.00	102.00
	ROBBIO , STEPHEN F.	110.00	0.00	0.00	110.00
	SANBORN , ELDA P.	191.50	0.00	0.00	191.50
	SARGENT , CHARLOTTE M.	136.00	0.00	0.00	136.00
	SHEEHAN , LINDA D.	48.00	0.00	0.00	48.00
	SIANO , LAURIE A.	120.00	0.00	0.00	120.00
	YARBROUGH , JUDITH A.	265.00	0.00	0.00	265.00
<b>FIRE DEPARTMENT</b>					
	AUSTIN , SCOTT D.	61,752.88	240.00	9,948.13	71,941.01
	BROTHERS , PATRICK M.	58,147.07	0.00	7,084.48	65,231.55
	BROTHERS , WILLIAM P.	68,107.21	0.00	4,482.80	72,590.01
	BRUCE , JAMES W.	75,108.51	0.00	14,098.39	89,206.90

Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	CALISTRO , ROBERT B.	76,284.76	0.00	1,260.96	77,545.72
	CALLAHAN , MICHAEL P.	80,631.02	528.00	17,604.22	98,763.24
	CARNEY , DAVID A.	71,834.26	0.00	6,322.92	78,157.18
	DOGHERTY , JOSEPH S.	64,920.63	0.00	5,113.00	70,033.63
	DOHERTY , PATRICK S.	62,669.78	1,120.00	9,180.78	72,970.56
	ELLIOTT , TODD E.	63,523.40	800.00	8,497.37	72,820.77
	FITZPATRICK , JAMES E.	4,884.69	0.00	0.00	4,884.69
	FORERO , OSCAR O.	63,931.87	160.00	8,822.18	72,914.05
	FORTUNATO , JOSEPH C.	62,836.91	640.00	7,070.69	70,547.60
	FOWLER , JOHN R.	57,097.41	0.00	8,609.92	65,707.33
	GIASULLO , JEFFREY .	66,437.83	320.00	6,303.11	73,060.94
	GIASULLO , MICHAEL J.	5,298.94	0.00	509.96	5,808.90
	GIASULLO JR , JAMES A.	64,541.46	0.00	5,781.73	70,323.19
	GILLIS , JOSEPH S.	56,579.58	0.00	0.00	56,579.58
	GOSSE , WILLIAM R.	56,997.41	160.00	5,205.08	62,362.49
	GOURLEY JR , RUSSELL W.	13,775.46	0.00	0.00	13,775.46
	GREER JR , DONALD .	74,640.10	1,909.02	13,750.66	90,299.78
	GUTTADAURO , PAUL F.	70,969.65	0.00	4,482.80	75,452.45
	HAMM , RICHARD E.	63,734.19	280.00	11,247.51	75,261.70
	HAZEL , MICHAEL A.	117,591.52	0.00	0.00	117,591.52
	HOLDEN , TIMOTHY J.	62,116.97	0.00	4,605.09	66,722.06
	HURLEY , BRIAN J.	67,990.73	0.00	7,593.15	75,583.88
	KARLBERG , DAVID R.	65,470.02	0.00	10,363.30	75,833.32
	KEARNS , JOSEPH W.	65,691.39	0.00	9,436.10	75,127.49
	KEDDIE , SCOTT A.	78,686.33	1,020.00	15,567.35	95,273.68
	KERR , GARY O.	76,252.94	400.00	10,516.39	87,169.33
	LAWRIE , DALE M.	58,885.51	0.00	415.55	59,301.06
	LEVY JR , DAVID W.	57,047.75	0.00	9,266.17	66,313.92
	LITTLE , ROBERT .	61,862.34	0.00	9,898.18	71,760.52
	MACKEY , BRIAN R.	54,494.40	340.00	3,687.92	58,522.32
	MACKEY , RICHARD .	98,850.75	0.00	0.00	98,850.75
	MCGLAUFILIN , RUSSELL J.	71,341.78	0.00	8,294.79	79,636.57
	MERRILL , MICHAEL B.	59,034.42	80.00	5,326.30	64,440.72
	MERRILL MORGADO , CHRISTINA M.	56,573.53	360.00	8,988.88	65,922.41
	MURPHY IV , THOMAS J.	57,605.01	380.00	9,151.17	67,136.18
	NIVEN , TIMOTHY .	78,069.15	0.00	9,295.92	87,365.07
	PERRY , SUSAN M.	50,941.27	0.00	0.00	50,941.27
	POWERS , STEPHEN M.	69,097.49	1,425.60	10,031.72	80,554.81
	ROSEMOND , ALAN L.	64,325.55	0.00	7,274.65	71,600.20
	RYAN , JAMES P.	28,237.41	0.00	0.00	28,237.41
	SANDBERG , KENNETH J.	61,070.15	400.00	8,569.58	70,039.73
	SAWICKI , DANIEL D.	56,573.54	160.00	8,259.29	64,992.83
	SITAR , DANIEL J.	64,753.63	2,040.00	8,902.59	75,696.22
	SITAR JR , MICHAEL W.	95,729.06	0.00	19,925.10	115,654.16
	SMALL , DANIEL T.	62,347.37	0.00	4,028.96	66,376.33
	SPENCER , STEVEN M.	58,127.43	320.00	9,422.95	67,870.38
	VASAS , ALBERT J.	93,469.00	0.00	13,343.04	106,812.04
	VISCIONE , JON .	80,544.72	0.00	12,801.66	93,346.38
	VONKAHLE , VANCE	76,648.81	0.00	0.00	76,648.81
	YOST , DANIEL W.	56,573.53	0.00	5,816.39	62,389.92
HEALTH DEPARTMENT					
	CLEMENT , LOU-ANN C.	81,397.83	0.00	0.00	81,397.83



Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	DESMOND , VIRGINIA F.	27,601.42	0.00	0.00	27,601.42
	FERNALD , BRIAN G.	20,599.77	0.00	0.00	20,599.77
	FERNALD , MARY E.	315.00	0.00	0.00	315.00
	FRENCH , PHILLIP L.	382.50	0.00	0.00	382.50
	GORRASI , PAMELA J.	3,687.00	0.00	0.00	3,687.00
	HAZEL , MARY-KATHRYN .	1,800.00	0.00	0.00	1,800.00
	KINNON , CHRISTINE E.	315.00	0.00	0.00	315.00
	MCHATTON , RALPH M.	101.25	0.00	0.00	101.25
	ROUX , CHARLES J.	236.25	0.00	0.00	236.25
	SHEEHAN , EDWARD J.	315.00	0.00	0.00	315.00
	TREARCHIS , DEAN .	65,204.91	0.00	0.00	65,204.91
<b>LIBRARY</b>					
	BANGS , JUDY A.	12,205.48	0.00	0.00	12,205.48
	BOC , NOELLE E.	55,017.20	0.00	105.75	55,122.95
	BRILEY , JEANNINE L.	24,958.75	0.00	0.00	24,958.75
	BURKE , JENNIFER L.	38,591.81	0.00	860.90	39,452.71
	CONNOLLY , JILL M.	28,493.80	0.00	66.07	28,559.87
	DESHLER JR , MICHAEL T.	46,281.13	0.00	1,087.06	47,368.19
	FAHERTY , CHERYL A.	3,894.50	0.00	0.00	3,894.50
	GIARRUSSO , DIANE M.	67,542.35	0.00	0.00	67,542.35
	HAYES , ROBERT L.	42,101.08	0.00	95.61	42,196.69
	HOLLAND , GAIL M.	39,089.44	0.00	360.84	39,450.28
	MARTIN , AMY M.	35,775.41	0.00	307.94	36,083.35
	MOONEY , HELEN D.	38,591.81	0.00	0.00	38,591.81
	SALVATO , JOYCE .	44,521.88	0.00	0.00	44,521.88
	SANGER , LISBET F.	48,713.40	0.00	226.50	48,939.90
	TOOMBS , MARY E.	55,841.07	0.00	0.00	55,841.07
	TOPPIN , JOANNE R.	40,637.40	0.00	0.00	40,637.40
<b>MODERATOR</b>					
	LAYNE , WARREN R.	337.50	0.00	0.00	337.50
<b>PLANNING BOARD</b>					
	BOSSI , ADAM N.	5,576.16	0.00	0.00	5,576.16
	BREKALIS , KRISTIN L.	750.00	0.00	0.00	750.00
	DIPRIMIO , LINDA A.	55,486.60	0.00	0.00	55,486.60
	FOWLER , ROBERT .	765.00	8,599.30	0.00	9,364.30
	GRENIER , MICHELE F.	14,924.31	0.00	0.00	14,924.31
	JOHNSON , MELISSA A.	8,440.23	0.00	0.00	8,440.23
	JOHNSON , STEPHEN G.	765.50	0.00	0.00	765.50
	PLUNKETT , DAVID J.	843.75	0.00	0.00	843.75
	POLCHLOPEK , WALTER S.	33,292.53	0.00	0.00	33,292.53
	REED , NANCY L.	1,001.25	0.00	0.00	1,001.25
	SADWICK , STEVEN J.	102,989.29	0.00	0.00	102,989.29
	SHEEHAN , MEGHAN E.	3,240.00	0.00	0.00	3,240.00
	SPADA , VINCENT W.	382.50	0.00	0.00	382.50
<b>POLICE DEPARTMENT</b>					
	BJORKGREN , ROBERT M.	67,726.87	22,036.92	7,945.75	97,709.54
	BYRNE , CHRISTOPHER A.	4,653.53	0.00	0.00	4,653.53
	CAMACHO , CLAUDIO E.	29,060.96	160.00	2,871.94	32,092.90
	CAPUANO , KAREN M.	52,823.51	2,724.00	1,199.75	56,747.26
	CARAPELLUCCI , MATTHEW J.	41,951.85	1,368.72	7,022.60	50,343.17
	CASEY , JOHN M.	55,817.98	19,618.88	10,619.94	86,056.80
	CASEY , THOMAS M.	72,112.92	11,492.00	9,113.39	92,718.31

Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	CHANTHABOUN , SONIA M.	2,721.04	0.00	0.00	2,721.04
	CICERO , CHRISTINE M.	36,800.80	0.00	1,401.72	38,202.52
	COLUMBUS , RYAN M.	90,664.87	0.00	13,053.49	103,718.36
	CONNOR , PATRICK M.	47,947.90	18,921.12	4,329.01	71,198.03
	COOKE , THOMAS M.	62,708.01	8,492.56	4,618.45	75,819.02
	COOPER , THERESE J.	132.26	0.00	0.00	132.26
	COTE , CHRISTOPHER C.	46,493.56	3,968.88	6,609.06	57,071.50
	COVIELLO , CHRISTOPHER J.	89,488.64	16,302.40	12,453.74	118,244.78
	CROWE , JOHN J.	48,527.59	0.00	384.43	48,912.02
	DELUCIA JR , JOSEPH F.	0.00	5,855.06	0.00	5,855.06
	DICALOGERO , CYNTHIA J.	0.00	4,548.00	0.00	4,548.00
	DONOGHUE , JOHN .	0.00	17,753.04	0.00	17,753.04
	DONOVAN , ALFRED P.	2,793.38	0.00	0.00	2,793.38
	DONOVAN , MICHAEL A.	66,613.61	4,539.92	7,514.13	78,667.66
	DUFFY , DAVID J.	4,653.53	0.00	0.00	4,653.53
	EVANS , DEBORA E.	0.00	4,896.00	0.00	4,896.00
	FARNUM , BRIAN J.	63,310.35	9,998.08	13,374.93	86,683.36
	FARRELL , JOHN B.	75.06	14,116.52	0.00	14,191.58
	FIELD , ROBERT D.	78,977.75	19,232.50	10,127.75	108,338.00
	GATTO , JASON D.	0.00	780.00	0.00	780.00
	GAYNOR , SCOTT P.	95,044.62	7,550.00	10,978.94	113,573.56
	GONZALEZ , ANDRE .	64,815.81	0.00	7,964.31	72,780.12
	GRIFFIN , KIMBERLY A.	46,989.05	0.00	7,695.37	54,684.42
	HANLEY , ERIC E.	58,001.59	11,498.24	3,303.87	72,803.70
	HARRINGTON , PATRICK J.	74,475.03	12,596.60	3,857.28	90,928.91
	HAZEL , GEORGE W.	0.00	4,355.12	0.00	4,355.12
	HIDISH , VICTOR A.	0.00	1,140.00	0.00	1,140.00
	HILDEBRAND , MARK .	0.00	1,120.00	0.00	1,120.00
	HOLLIS , JAMES H.	68,839.08	13,326.32	18,069.10	100,234.50
	JACKMAN , EDWARD D.	22,740.84	0.00	0.00	22,740.84
	JAREK , JOHN .	0.00	11,391.56	0.00	11,391.56
	JAREK , MATTHEW J.	0.00	800.00	0.00	800.00
	JOP III , WALTER J.	78,305.43	17,647.92	8,162.28	104,115.63
	JOYCE , ROBERT F.	4,279.29	0.00	0.00	4,279.29
	KANDROTAS , STEPHEN .	0.00	4,273.04	0.00	4,273.04
	KELLEY , JOSEPH C.	73,928.06	15,781.84	6,233.93	95,943.83
	KELLY , TIMOTHY W.	78,169.50	15,574.98	6,392.54	100,137.02
	KENNEDY , ALICE M.	55,534.50	0.00	135.15	55,669.65
	KERBER , DANIEL P.	67,550.59	33,266.60	11,468.35	112,285.54
	LEFEBVRE , CHRISTOPHER A.	46,951.22	16,387.68	8,260.28	71,599.18
	LEVY , DAVID W.	0.00	2,724.52	0.00	2,724.52
	LOZADO , GEORGE M.	1,819.54	0.00	0.00	1,819.54
	LUMSDEN , RICHARD S.	0.00	2,624.00	0.00	2,624.00
	MACKEY , LAUREN E.	45,681.47	0.00	2,743.22	48,424.69
	MANLEY , MARY T.	13,429.52	0.00	0.00	13,429.52
	MARTIN , EDWARD L.	0.00	11,542.00	0.00	11,542.00
	MCCARTHY , BRIAN P.	0.00	1,142.00	0.00	1,142.00
	MCCLAFFERTY , SHARON J.	0.00	4,148.00	0.00	4,148.00
	MCKENNA , JAMES .	108,290.66	640.00	13,569.31	122,499.97
	MCLAUGHLIN , MICHAEL J.	4,653.53	0.00	0.00	4,653.53
	MCLEOD , KATHRYN Q.	66,379.36	0.00	0.00	66,379.36
	MCMAHON , MARKUS E.	64,225.98	25,426.40	7,766.35	97,418.73
	MCMAMARA , JASON R.	44,222.12	160.00	10,301.81	54,683.93
	MIANO , DAVID M.	57,191.56	7,007.36	6,002.59	70,201.51



Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	MONTAS , ARIEL A.	50,188.16	1,185.60	8,830.23	60,203.99
	MORRIS , PAUL E.	22,740.84	0.00	14.67	22,755.51
	MOSHER , BEVERLY B.	0.00	11,780.00	0.00	11,780.00
	MULVEY , JESSICA L.	67,077.72	0.00	3,951.48	71,029.20
	NEWCOMB , MICHAEL S.	47,904.54	15,665.26	6,839.67	70,409.47
	NEWTON , EILEEN .	44,304.48	0.00	113.60	44,418.08
	NEWTON , JOSEPH A.	36,916.43	160.00	3,755.82	40,832.25
	NICOSIA , PAUL J.	53,433.03	12,153.28	8,202.94	73,789.25
	O'HARE , JAMES P.	0.00	788.00	0.00	788.00
	O'NEILL , BRIAN R.	69,233.64	14,433.20	25,585.32	109,252.16
	PALTRINERI , ALEX W.	16,821.53	2,160.00	401.40	19,382.93
	PELRINE , STEPHEN .	0.00	12,898.00	0.00	12,898.00
	PERRY , MARK .	78,903.99	8,162.68	5,859.06	92,925.73
	PETERSON JR , DENNIS J.	67,158.54	21,250.83	14,678.57	103,087.94
	PICCOLO , ARTHUR M.	56,624.01	1,603.76	3,787.32	62,015.09
	PICCOLO JR , ALBERT A.	60,088.36	10,611.12	8,840.70	79,540.18
	POISSON , KAREN A.	47,341.16	0.00	14,907.63	62,248.79
	POWERS , JOHN R.	0.00	20,779.72	0.00	20,779.72
	PRATT JR , DOUGLAS E.	53,420.84	4,398.96	12,749.85	70,569.65
	REESE , KEREN J.	64,348.31	0.00	0.00	64,348.31
	REESE , KEVIN .	72,102.58	13,844.16	8,096.15	94,042.89
	REGAN , PETER L.	57,014.70	0.00	4,565.28	61,579.98
	RICCARDI , KIMBERLY A.	60,088.37	320.00	2,766.09	63,174.46
	RICHARDSON , ANDREW J.	22,740.84	0.00	73.34	22,814.18
	RINGWOOD , PAUL .	0.00	2,740.00	0.00	2,740.00
	RUSSO , ALYSIA M.	63,476.78	1,774.00	5,164.02	70,414.80
	RYSER , JAMES T.	62,549.56	160.00	1,313.31	64,022.87
	SCHWALB JR , WILLIAM L.	0.00	20,525.30	0.00	20,525.30
	SCOTT , CHRISTOPHER M.	60,088.37	20,148.72	7,810.18	88,047.27
	SHEEHAN , MICHAEL P.	58,596.43	0.00	0.00	58,596.43
	SHEEHAN , TIMOTHY B.	139,285.85	0.00	0.00	139,285.85
	SMALL , MATTHEW L.	53,524.13	0.00	2,065.08	55,589.21
	STEPHENS , ROBERT A.	88,235.57	15,896.00	6,866.72	110,998.29
	STOTIK , PATRICIA J.	51,438.91	0.00	4,655.95	56,094.86
	SULLIVAN , EDWARD M.	57,602.12	0.00	1,091.07	58,693.19
	TARPEY , WILLIAM B.	5,534.46	0.00	0.00	5,534.46
	TORRES , STEVEN M.	81,965.04	9,413.28	6,592.55	97,970.87
	TRELEGAN , COLIN L.	2,048.69	0.00	0.00	2,048.69
	VOTO , JOHN S.	106,474.94	160.00	0.00	106,634.94
	VOZZELLA , ERICA G.	1,440.83	0.00	0.00	1,440.83
	WARREN , BRIAN .	82,780.96	8,028.00	4,948.02	95,756.98
	WELCH , JENNIE A.	65,769.54	640.00	2,323.72	68,733.26
	WHITEHOUSE , JACK L.	0.00	3,148.00	0.00	3,148.00
	WILKINSON JR , WILLIAM J.	0.00	3,652.00	0.00	3,652.00
	WILLIAMS JR , JAMES F.	92,430.84	3,036.00	9,158.71	104,625.55
	WOOD , MARK P.	0.00	5,972.00	0.00	5,972.00
	WORTH , GARIN F.	47,537.00	0.00	1,359.10	48,896.10
	YOST , GEORGE E.	625.00	0.00	0.00	625.00
	ZARBA , BRAD W.	0.00	520.00	0.00	520.00
<b>RECREATION DEPARTMENT</b>					
	COPPI , MATTHEW J.	29,924.99	0.00	1,480.85	31,405.84
	NOLAN , ROBERT J.	4,974.99	0.00	0.00	4,974.99
	PATTERSON , ROY E.	28,036.91	0.00	0.00	28,036.91

Department	Employee	Net Pay	Details	Total Overtime	Gross Pay
	SULLIVAN , TIMOTHY J.	13,759.31	0.00	264.00	14,023.31
<b>REGISTRARS</b>					
	CREAMER , EDWARD D.	250.00	0.00	0.00	250.00
	TEAGUE , FRANCIS A.	250.00	0.00	0.00	250.00
	TEAGUE , RUTH A.	250.00	0.00	0.00	250.00
<b>SCHOOL BUILDING COMMITTEE</b>					
	MCLAUGHLIN , MARIA L.	481.84	0.00	0.00	481.84
<b>TOWN CLERK</b>					
	DOHERTY , JAMIE M.	23,660.93	0.00	0.00	23,660.93
	GRAFFEO , DENISE .	67,434.58	0.00	655.97	68,090.55
	NICHOLS , MARY-ANN O.	22,635.57	0.00	0.00	22,635.57
	POWER , ELENA	9,157.10	0.00	0.00	9,157.10
	SULLIVAN , MICHELE B.	41,632.57	0.00	1,763.32	43,395.89
	WINTER , DEBORAH	1,734.64	0.00	0.00	1,734.64
<b>TOWN HALL</b>					
	RAY , SANDRA M.	30,645.92	0.00	3,646.29	34,292.21
<b>TOWN MANAGER</b>					
	BARBEAU , SANDRA A.	57,352.93	0.00	0.00	57,352.93
	CHAMBERS , HELEN M.	64,290.72	0.00	0.00	64,290.72
	MARCHANT , ANNETTE M.	3,352.68	0.00	0.00	3,352.68
	MONTUORI , RICHARD A.	163,433.00	0.00	0.00	163,433.00
	NOLAN , ROBERT J.	56,061.68	0.00	5,650.24	61,711.92
	TAMBOLI , JEANINE M.	34,771.91	0.00	597.47	35,369.38
<b>TREASURER COLLECTOR</b>					
	EWING , LUCILLE M.	52,018.69	0.00	1,260.57	53,279.26
	GATH , DEBRA .	51,727.16	0.00	0.00	51,727.16
	GILBERT , SUSAN D.	37,410.47	0.00	267.33	37,677.80
	LANGLOIS , LORRAINE M.	67,069.84	0.00	0.00	67,069.84
	METIVIER , JANICE A.	10,946.08	0.00	0.00	10,946.08
	ODAMS , KELLY L.	21,766.30	0.00	0.00	21,766.30
	SMITH , JANET K.	73,700.76	0.00	0.00	73,700.76
<b>VETERANS</b>					
	WILLIAMS , JAMES F.	48,622.70	0.00	0.00	48,622.70



## School Employee Earnings

2011 Annual Department Totals	Net Pay	Other*	Gross Pay
ABATE-UPSON , CYNTHIA	72,317.87	3,099.69	75,417.56
ABBOTT , MARY	20,312.99	11,589.61	31,902.60
ACHILLA , ANN M.	7,914.38	0	7,914.38
ADAMS , MARY LOUISE B.	63,706.23	4,067.25	67,773.48
ADAMS , ROBIN J.	20,430.48	101.1	20,531.58
ADELMAN , SHARON B.	1,699.83	0	1,699.83
AFOUXENIDES , ELENI	12,561.28	211.33	12,772.61
AGOSTINELLI , KAREN	16,337.88	113.48	16,451.36
AIELLO , MARY BETH J.	60,568.05	2,175.89	62,743.94
ALLARD , JUDITH M.	69,221.77	3,633.82	72,855.59
ALUKONIS, LINDA	16,337.88	915	17,252.88
AMATO , NICHOLAS C.	44,985.78	8,578.31	53,564.09
ANDERSON , KATHLEEN	64,677.59	2,155.44	66,833.03
ANGELO , LAURIE	22,083.10	1,569.88	23,652.98
AREY , DEBORAH A.	7,508.72	0	7,508.72
ARNOLD , JENNIFER R.	70,307.02	2,999.12	73,306.14
ARSENAULTS , KRISSY	736.03	0	736.03
AUGUSTUS , ALLISON M.	5,949.35	0	5,949.35
AYLWARD, BRIAN	71,950.83	16,869.02	88,819.85
BAILEY , LISA J.	66,374.74	3,532.29	69,907.03
BAKER , KATHRYN M.	57,693.05	1,861.04	59,554.09
BAKER O-BRIEN , KAREN M.	77,084.88	6,565.75	83,650.63
BANCROFT , KAREN J.	64,177.72	4,177.17	68,354.89
BARLETTA , ANNE M.	80	0	80
BARNES , MARYANN M.	3,182.47	0	3,182.47
BARNETT , SUSAN K.	76,719.93	9,347.48	86,067.41
BARRIO , KELLY A.	36,479.96	5,969.89	42,449.85
BASILIERE , MARCO P.	64,794.96	2,056.67	66,851.63
BASTERI , CYNTHIA A.	26,218.75	0	26,218.75
BASTERI, JR., LAWRENCE J.	5,087.03	633.99	5,721.02
BEDARD , MAUREEN	14,155.63	101.3	14,256.93
BELLISTRI , ANDREW F.	59,834.77	9,981.93	69,816.70
BELLO , TERRIJOAN	333.74	0	333.74
BENNETT , DEBORAH E.	16,337.88	2,613.68	18,951.56
BENNETT , ELAINE M.	18,279.35	4,199.74	22,479.09
BENNING , KRISTINE	22,290.82	9,281.76	31,572.58
BENVENUTO , KATHLEEN M.	10,613.20	0	10,613.20
BERGLUND, KAREN	2,106.71	0	2,106.71
BERNSTEIN , DAVID C.	46,610.84	1,490.18	48,101.02
BETTENCOURT , SANDRA C.	79,999.59	2,726.21	82,725.80
BEVILAQUA, LISA	5,578.71	21.59	5,600.30

<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
BEY-ALLEN , GEORGIA L.	498.68	0	498.68
BILODEAU , CATHLEEN	76,907.05	3,582.74	80,489.79
BLACKWELL , SUZANNE M.	485.64	0	485.64
BLISS , GAIL	71,802.90	924.69	72,727.59
BONUGLI , NANCY E.	299.97	0	299.97
BOSWORTH , ALEXIS J.	7,466.97	0	7,466.97
BOUCHER , AMANDA L.	14,677.29	90.57	14,767.86
BOUDREAU , MARILYN C.	607.5	0	607.5
BOUDREAU , SARAH A.	17,907.55	90.57	17,998.12
BOUDREAU-HILL , DONNA M.	84,033.29	4,453.73	88,487.02
BOURGEOIS , MARIE R.	0	16,145.00	16,145.00
BOWDEN , DONNA M.	69,221.77	2,392.70	71,614.47
BOYLE , NANCY M.	62,547.01	13,951.32	76,498.33
BRACE , JOANN	22,083.10	3,385.45	25,468.55
BRADLEY , HEATHER L.	51,570.02	186,934	53,439.36
BRADLEY , LOREEN R.	129,199.18	4,476.32	133,675.50
BRADLEY , MARK A.	0	5,334.00	5,334.00
BREKALIS , KRISTIN L.	2,321.00	0	2,321.00
BRENNAN , ANNE R.	22,083.10	630	22,713.10
BREWIN , DEBORAH A.	69,219.74	2,760.20	71,979.94
BRIDGFORD , GAYLE A.	28,394.52	90.57	28,485.09
BRIGIDA , ROBERT M.	61,558.58	4,565.36	66,123.94
BROTHERS , MICHAEL A.	3,910.00	0	3,910.00
BROWNE , JULIE A.	67,393.17	0	67,393.17
BRUFF , KIMBERLY M.	51,483.24	1,717.02	53,200.26
BUCKLEY , LINDA J.	1,315.83	0	1,315.83
BUCKLEY , WILLIAM Q.	3,915.75	0	3,915.75
BUEHLER , DEBORAH J.	61,341.80	2,094.14	63,435.94
BURKE , DARLENE	5,760.63	20.4	5,781.03
BURKE , JOANNE	120.84	0	120.84
BURKE , JOSEPH E.	38,989.27	1,942.25	40,931.52
BUSH , TAMMY A.	29,265.88	30.19	29,296.07
BYRNES , ANTOINETTE	720	0	720
BYRNES , JOHN	68,868.16	17,348.02	86,216.18
CAFARELLI , CHRISTINE M.	1,572.79	0	1,572.79
CALLAHAN , CHLOE A.	62,361.92	2,449.23	64,811.15
CALLAHAN , HALEY A.	544	0	544
CALLAHAN , KEEGAN E.	196	0	196
CALLANAN , EILEEN F.	12,868.51	10,675.90	23,544.41
CALLANAN , ERIN E.	921.88	0	921.88
CALLANAN , MICHAEL D.	3,693.11	449.87	4,142.98
CAMERON , ALLISON E.	23,023.11	1,854.13	24,877.24
CAMIRE , RICHARD	70,307.02	7,629.04	77,936.06
CAMPBELL , COURTNEY E.	44,326.17	1,764.44	46,090.61

<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
CAPPIELLO , NANCY A.	2,968.11	0	2,968.11
CAREY , ASHLEY J.	526.5	0	526.5
CAREY , KEVIN R.	46,616.96	4,393.82	51,010.78
CAREY , MICHAEL P.	43,355.38	7,292.80	50,648.18
CARLETON , KATHRYN H.	64,980.37	3,236.24	68,216.61
CARLINO , LOREN M.	72,248.02	1,861.04	74,109.06
CARLINO , NICOLE M.	1,690.24	0	1,690.24
CARPENITO , THOMAS A.	68,868.16	15,163.25	84,031.41
CARRILLO , MARY J.	4,037.25	0	4,037.25
CARTER , CHRISTINE M.	1,975.55	0	1,975.55
CARTER , DANIEL A.	12,626.64	3,409.09	16,035.73
CARTER , LINDA	14,500.40	280.05	14,780.45
CARY , CAROL A.	1,375.73	0	1,375.73
CASEY , CATHERINE A.	0	45	45
CASEY , KATHLEEN	31,240.04	2,794.72	34,034.76
CASPARIUS , BARBARA J.	305.25	0	305.25
CATHERWOOD , JR. , WILLIAM	39,724.54	8,575.34	48,299.88
CERULLO , TERESA M.	3,034.73	0	3,034.73
CHACE , ETHEL M.	50,928.09	7,197.47	58,125.56
CHADZYNSKI , CHRISTINA J.	4,392.41	0	4,392.41
CHAN , MARJORIE J.	69,727.76	2,216.02	71,943.78
CHANAKI , KAREN G.	6,320.00	3,160.00	9,480.00
CHASAN , LISA	71,815.16	7,070.30	78,885.46
CHASE-ANDERSON , MARY ELLEN	16,086.46	12,516.35	28,602.81
CHOUDHURY , SHWETA P.	36,479.96	301.9	36,781.86
CICCOLELLA , ELAINE P.	22,752.39	210	22,962.39
CINTOLO , KAREN	73,740.66	6,457.87	80,198.53
CLARK , SUSAN M.	59,572.32	2,581.63	62,153.95
CLAYTON , ROBIN J.	7,542.08	0	7,542.08
CLONEY , CHARLENE D.	0	1,861.71	1,861.71
COAKLEY , TARA M.	15,616.65	90.57	15,707.22
COHAN , JOANNE	10,908.97	0	10,908.97
CONNELLY , BARBARA A.	421.96	0	421.96
CONNELL , KATHLEEN J.	77,136.59	2,888.98	80,025.57
CONNERTY , EDWARD T.	3,590.20	0	3,590.20
CONRAD , KATHLEEN E.	51,483.24	1,867.97	53,351.21
CONTALONIS , MAUREEN	5,910.40	46.8	5,957.20
CONWAY , KARLA	1,500.00	0	1,500.00
COPPOLA , PAULA B.	252.2	0	252.2
COTE , CHRISTINE	22,083.10	15	22,098.10
COTE , JENNIFER M.	70,307.02	2,726.25	73,033.27
COUGHLAN , ROSEMARY A.	70,676.01	5,162.92	75,838.93
COUGHLIN , CHARLES E.	43,123.60	10,740.77	53,864.37
COURNOYER , LISA T.	77,383.24	6,194.87	83,578.11



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
COVEL , CAROLYN A.	5,328.38	22.23	5,350.61
COVINO , CHRISTA M.	24,335.36	165.19	24,500.55
COWAN , SARA B.	47,648.42	3,395.65	51,044.07
CREMIN , CHRISTINE M.	70,307.02	2,493.44	72,800.46
CREMINS , EDWARD D.	72,161.30	2,667.03	74,828.33
CUMMINGS , GERALDINE M.	94,371.94	3,817.51	98,189.45
CURLEY , JESSICA L.	41,435.83	90.57	41,526.40
CURLEY , ROSE	50,164.93	1,621.78	51,786.71
CURTIN , BARBARA A.	14,658.00	357.95	15,015.95
CURTIN , PAULA M.	22,752.39	23,650.84	46,403.23
CUSICK, FRANCIS	6,687.72	3,550.30	10,238.02
DANIEL , KENNAN E.	13,189.04	0	13,189.04
DARRIGO , LISA A.	13,097.52	0	13,097.52
DAVIS , JANET	57,693.05	2,110.12	59,803.17
DAVOS , DIANE	62,564.00	2,210.54	64,774.54
DEARING , MAURA A.	71,744.84	2,505.89	74,250.73
DECAROLIS , BRANDI M.	66,345.46	2,319.99	68,665.45
DEGRECHIE , SHELLEY A.	68,868.16	2,865.87	71,734.03
DELUCIA , FRANCES	61,558.58	2,150.16	63,708.74
DEMERS , MARC A.	64,980.37	11,063.65	76,044.02
DEMOS, SHANNON	62,511.09	9,402.06	71,913.15
DEPIERRO , DONNA M.	16,545.60	1,455.95	18,001.55
DERMODY , JOSEPH J.	58,598.02	2,757.91	61,355.93
DEROCHE , JULIE M.	0	96.38	96.38
DESLER , MARYANN J.	22,290.82	120	22,410.82
DESJARDINS, BRYAN	65,498.59	6,603.08	72,101.67
DESROCHERS , LISA E.	53,581.32	2,516.08	56,097.40
DEVEAU , KATHERINE M.	57,693.05	2,162.94	59,855.99
DEVINCENTIS , NICOLETTA	68,868.16	804.58	69,672.74
DEWING , HENRY	28,864.98	2,407.14	31,272.12
DICK , BRIAN H.	1,666.64	2,996.00	4,662.64
DICK , MICHELLE M.	27,120.36	2,754.58	29,874.94
DIFELICE , ALLISON	13,838.17	200.22	14,038.39
DIKEMAN , KIMBERLY J.	0	2,505.91	2,505.91
DIPIETRO , PETER E.	362.51	0	362.51
DIPRIMA , JONATHAN P.	7,097.91	30.19	7,128.10
DIRK , ALEXIS N.	644	0	644
DIRK , MELISSA C.	12,050.33	12.19	12,062.52
DIROCCO, LEO	24,151.92	7,192.22	31,344.14
DOBBIN , TRAVIS M.	39,571.86	4,920.28	44,492.14
DOHERTY , CARRIE A.	476	0	476
DOHERTY , KATELYN K.	320	0	320
DOHERTY , KEVIN M.	3,504.00	0	3,504.00
DOHERTY , KIMBERLY E.	4,251.09	5,243.00	9,494.09



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
DOHERTY , LAURIE A.	16,337.88	435	16,772.88
DOHERTY , MARIA M.	30,892.85	2,699.20	33,592.05
DOHERTY, DEREK	0	5,334.00	5,334.00
DONAHUE , LISA M.	5,204.86	135	5,339.86
DONNELLY , ANN M.	13,107.69	11.81	13,119.50
DONOGHUE , JOHN	4,647.19	0	4,647.19
DOOLAN , ROBERT D.	68,868.16	2,526.21	71,394.37
DOOLEY , CAROLYN E.	68,868.16	254,131	71,409.47
DORRANCE , ROSAMOND J.	96,782.69	3,648.92	100,431.61
DOUCETTE , ANNE M.	14,438.95	390	14,828.95
DRISCOLL , RICHARD A.	482	0	482
DROUIN, JR., RONALD	68,869.16	9,387.45	78,256.61
DUFFILL , MERCY E.	48,426.37	2,510.91	50,937.28
DUGGAN, TAMMY	3,383.04	0	3,383.04
DUNCAN , ANNE	46,452.04	63,956.90	110,408.94
DUPLESSIS , LESLIE A.	15,791.64	848.22	16,639.86
DYKEMAN, LYNNE	38,694.25	728.3	39,422.55
EARLY , PAUL D.	74,484.85	4,659.78	79,144.63
EDGERTON , EAMON M.	70,729.91	2,973.78	73,703.69
ELDRINGHOFF , MARY S.	78,704.54	2,976.92	81,681.46
ELWELL , JOANNE M.	23,352.39	7,225.00	30,577.39
EMERSON , TIFFANY J.	68,868.16	2,405.45	71,273.61
ENOS , TERESA A.	61,033.38	2,175.89	63,209.27
ESKENAS , BETH A.	549.03	0	549.03
EVANGELISTA , JOANNA N.	1,611.12	0	1,611.12
EVANGELISTA, GERALDINE	2,896.18	0	2,896.18
FABIANO , JENNIFER J.	13,963.46	10,516.01	24,479.47
FABRIZIO , PATRICIA B.	0	2,405.45	2,405.45
FAGAN , JUNE E.	54,267.03	1,817.28	56,084.31
FALLON, JR., RICHARD F.	31,873.27	6,034.58	37,907.85
FARNHAM , JAYNE	79,047.21	2,862.98	81,910.19
FARREY FORSYTH , NANCY	8,392,782.00	8,868.89	92,796.71
FAULKNER , LINDSAY A.	2,890.00	30.19	2,920.19
FECTEAU , WILLIAM A.	0	3,345.00	3,345.00
FERRARA , SANDRA M.	50,154.06	2,350.05	52,504.11
FERREIRA , KAREN A.	73,484.91	2,455.70	75,940.61
FITZGERALD , JUDITH I.	4,940.00	0	4,940.00
FLAMMIA , SUZANNE A.	134.26	0	134.26
FLANAGAN , CONOR O.	15,564.33	1,715.40	17,279.73
FLYNN , CHESTER H.	5,208.00	0	5,208.00
FLYNN, DARLENE	2,685.20	0	2,685.20
FOLLETT , THERESA	70,307.02	2,697.22	73,004.24
FORAN , ROBIN M.	16,554.38	209.45	16,763.83
FORD , KATHLEEN	69,873.59	3,258.80	73,132.39

<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
FORTI , MELANIE C.	1,093.02	0	1,093.02
FORTUNATO , PETER F.	25,466.77	3,748.85	29,215.62
FOSTER , EDWARD J.	47,607.59	3,409.66	51,017.25
FOTHERGILL , PATRICIA M.	11,804.53	0	11,804.53
FOWLER , ANNE M.	67.13	0	67.13
FOWLER , JUNE	40,234.89	34.93	40,269.82
FOYE , BRANDON B.	21,213.09	301.9	21,514.99
FRANCIS , DENNIS G.	2,291.63	0	2,291.63
FRANCISCO-MARSH , LYNN M.	73,183.70	2,852.51	76,036.21
FRANK , JOSEPH C.	60,568.25	2,796.18	63,364.43
FRASCO , ALBA N.	296.01	0	296.01
FRIEDMAN, CAROLE	2,123.80	0	2,123.80
FROIO , CHERYL	1,703.69	0	1,703.69
FROST , SANDRA J.	64,980.37	2,398.01	67,378.38
FULLER , WILLIAM F.	54,267.03	10,459.17	64,726.20
FULLER, JAN H.	104,312.28	325	104,637.28
FULLERTON , JUNE	889.02	0	889.02
GAGNE , CATHERINE M.	70,307.02	2,846.36	73,153.38
GAGNON , CHRISTOPHER J.	69,082.15	3,048.69	72,130.84
GAGNON , KIM M.	70,307.02	2,470.80	72,777.82
GAGNON , SUSAN	73,755.69	2,530.04	76,285.73
GALE , PATRICIA A.	16,377.88	27,896.29	44,274.17
GALELLO , PAUL G.	36,397.50	0	36,397.50
GALLIFORD , CAROL A.	2,109.80	0	2,109.80
GALLIGAN , PATRICK J.	68,868.16	2,405.45	71,273.61
GALLO , CAROLE A.	84,599.43	2,984.46	87,583.89
GANLEY , KYLE F.	5,255.50	0	5,255.50
GARDNER , EILEEN T.	0	2,184.63	2,184.63
GARIEPY , SALLY B.	16,156.36	236.35	16,392.71
GAUDETTE , ANNA P.	14,274.13	15,867.85	30,141.98
GIBSON , KEVIN J.	68,868.16	2,435.64	71,303.80
GILBRIDE , THOMAS M.	47,905.31	6,809.72	54,715.03
GILGUN , MELISSA	74,452.66	7,984.35	82,437.01
GILLESPIE , JENNIFER L.	69,877.96	4,013.08	73,891.04
GILLESPIE , MICHAEL W.	60,593.49	739.66	61,333.15
GILLETTE MANNA , BARBARA J.	78,980.32	2,656.66	81,636.98
GILLOTTE , KAREN M.	16,337.88	27,290.67	43,628.55
GILLOTTE , KEVIN M.	10,360.00	0	10,360.00
GILLOTTE, SARAH	57,693.05	6,160.65	63,853.70
GLASS , DEBRA J.	63,925.17	2,477.79	66,402.96
GLYNN , MARTHA	64,980.37	2,224.41	67,204.78
GOLINI , MICHAEL J.	1,486.00	0	1,486.00
GOMES , ASHLEY E.	12,479.40	2,745.88	15,225.28
GORDON , JANET P.	66,345.46	2,796.89	69,142.35

2011 Annual Department Totals	Net Pay	Other*	Gross Pay
GORHAM , BRITTANY M.	15,188.83	90.57	15,279.40
GOSSE , WILLIAM R.	0	3,345.00	3,345.00
GOUTHRO , BRIAN M.	69,127.27	6,153.27	75,280.54
GRAASKAMP , DOROTHY A.	80,124.15	3,484.39	83,608.54
GRAHAM , DONNA	79,994.89	9,242.13	89,237.02
GRANT , JANE	13,100.01	96.4	13,196.41
GRAVES , GLORIA J.	75,582.47	2,811.30	78,393.77
GREENE, JR., TIMOTHY M.	905.58	0	905.58
GUIDA , MARIE L.	199.06	15,437.56	15,636.62
GUSTIN , JOANNE M.	4,467.54	0	4,467.54
HAIR-SULLIVAN , LINDA	2,326.08	0	2,326.08
HAKALA , MORGAN I.	192	0	192
HAKALA , ROBYN D.	61,898.87	2,150.16	64,049.03
HAMILTON , GAIL M.	75,496.39	31,050.97	106,547.36
HAMLYN , JOYCE G.	1,918.75	0	1,918.75
HAMM , MARIA C.	4,156.75	0	4,156.75
HANIFIN , ASHLEY E.	2,335.00	0	2,335.00
HANNA DURKIN , GALE F.	17,007.17	0	17,007.17
HANSBERRY , BONITA	85,060.63	7,811.11	92,871.74
HARDACRE , LYNNE	74,201.51	2,656.84	76,858.35
HARRINGTON , DAVID F.	41,048.65	4,373.78	45,422.43
HENDRIGAN , TYLER J.	1,504.00	0	1,504.00
HENRY , KATHLEEN A.	2,343.42	0	2,343.42
HERRERA , KIM M.	24,083.70	120.76	24,204.46
HESSION , JOANNE B.	64,113.94	2,817.43	66,931.37
HICKEY , BRIAN J.	97,333.15	2,505.89	99,839.04
HIGGINS , JENNIFER	24,707.02	199.5	24,906.52
HIGGINS , JODI L.	68,868.16	2,405.45	71,273.61
HILLSON , KIMBERLY H.	67,837.79	2,344.98	70,182.77
HIMMEL , CATHERINE M.	69,166.93	4,079.85	73,246.78
HINES , MARIE E.	8,835.00	0	8,835.00
HIRTLE, MARYELLEN	60,568.05	2,236.27	62,804.32
HODGSON , KAREN M.	25,089.43	0	25,089.43
HOGAN , SUSAN E.	70,029.97	2,368.36	72,398.33
HOPKINS , JUDITH A.	54,314.96	3,037.50	57,352.46
HOUSE , LINDA	53,814.98	0	53,814.98
HUGHES , MICHELE A.	68,868.16	2,750.83	71,618.99
HULME, LAURA J.	561.02	0	561.02
HYLAND , LORI	72,228.64	3,879.20	76,107.84
HYNES , KIM	68,868.16	27,724.45	96,592.61
HYNES , NICOLE B.	21,187.00	0	21,187.00
HYNES , SCOTT A.	5,573.78	0	5,573.78
IANNACCI , JENNIFER L.	500	0	500
IANNACCI , LYNN	16,564.75	17.25	16,582.00



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
IRELAND , VIKKI M.	61,186.52	2,817.98	64,004.50
IRONS , FREDERICK E.	7,059.50	0	7,059.50
JACKMAN , EDWARD	9,940.00	7,517.56	17,457.56
JACKMAN , MAUREEN	0	2,115.51	2,115.51
JACOBSEN , BREE D.	41,602.07	90.57	41,692.64
JAGLA , BARBARA J.	70,544.63	3,190.39	73,735.02
JARDIN , AUGUST P.	50,658.05	10,399.94	61,057.99
JOHNSON , ANDREE T.	66,414.81	2,500.78	68,915.59
JOHNSON , AUDRIA D.	0	2,172.75	2,172.75
JOHNSON , DEANNA	3,418.37	0	3,418.37
JOHNSON , GAIL E.	50,750.31	8,799.72	59,550.03
JOHNSTON , KIMBERLY T.	75,062.14	7,967.31	83,029.45
JONES , WILLIAM R.	17,542.20	807.52	18,349.72
JOYCE , BARBARA C.	48,451.00	2,640.00	51,091.00
KALAJIAN , NANCY M.	78,315.53	3,353.35	81,668.88
KALARITES , MARCIA A.	76,702.94	2,797.67	79,500.61
KALOYANIDES , COURTNEY B.	0	555.1	555.1
KANE , KIM	3,764.21	48.25	3,812.46
KAPUST , MARY E.	22,083.10	150	22,233.10
KAWALSKI , PATRICIA	3,330.31	0	3,330.31
KEARNS , JOANNE	40,234.92	536.11	40,771.03
KEARNS , PATRICIA J.	19,225.38	1,335.00	20,560.38
KEDDIE , PATRICIA A.	71,120.15	3,723.69	74,843.84
KEEFE , JEFFREY P.	12,905.73	7,976.52	20,882.25
KEELEY , BONNIE	3,440.41	0	3,440.41
KELLEHER , MARY J.	72,553.94	5,082.25	77,636.19
KELLEHER , NANCY L.	416.25	0	416.25
KELLEY , CYNTHIA J.	1,534.40	0	1,534.40
KELLEY , LOUISE E.	31,639.92	256.14	31,896.06
KELLY , JENNIFER T.	67,059.92	2,531.10	69,591.02
KENNEDY , MARY P.	47,027.78	8,521.02	55,548.80
KENNEY , JOANNE	878.49	0	878.49
KIMBLE , ANGELA D.	91,792.61	3,339.66	95,132.27
KLING , JOYCE	5,436.34	25.25	5,461.59
KOLACK , ROSEANNE	83,131.30	6,310.44	89,441.74
KOPESKY , EDWARD T.	0	998.99	998.99
KOSIBA , KRISTEN D.	71,744.94	2,505.89	74,250.83
KRAINSKI , JOANNA D.	90,214.51	7,780.71	97,995.22
KRATMAN , DENISE M.	55.5	0	55.5
KRAYTENBERG , DEBRA J.	50,595.92	0	50,595.92
KROL , PATRICIA A.	74,654.76	2,405.45	77,060.21
KRZESINSKI , ELIZABETH A.	68,868.16	2,707.37	71,575.53
KUSHMEREK , NICHELLE M.	903.37	0	903.37
LACERDA , MINA N.	2,028.29	0	2,028.29



2011 Annual Department Totals	Net Pay	Other*	Gross Pay
LACEY , LISA A.	1,293.21	0	1,293.21
LACROIX , KYLE A.	1,921.88	0	1,921.88
LAFFEY , MARY	0	2,115.42	2,115.42
LAFLAND , KIMBERLY A.	68,868.20	2,405.45	71,273.65
LAITINEN , SUSAN J.	69,877.96	2,405.45	72,283.41
LALLY , PATRICIA A.	109,080.92	4,854.54	113,935.46
LANE , CHRISTOPHER J.	5,073.65	0	5,073.65
LANE , JAIME A.	73,183.70	2,551.18	75,734.88
LANGLAIS , RENEE M.	57,102.38	2,400.30	59,502.68
LANGONE , DEBRA	13,396.92	12.19	13,409.11
LAPIERRE , NICOLE G.	73,679.06	2,953.63	76,632.69
LAROCHE , ROBERT P.	46,257.64	3,339.66	49,597.30
LAROCQUE , JANICE L.	50,736.92	2,305.05	53,041.97
LAZZARA , MARY E.	58,526.92	16,058.00	74,584.92
LEALDINI-DUDLEY , MARIA G.	24,083.70	120.76	24,204.46
LEARY , COLLEEN S.	46,555.69	2,465.80	49,021.49
LEGVOLD , CHARITY	20,221.73	1,690.45	21,912.18
LEMELIN , HELEN J.	1,680.65	0	1,680.65
LENNON , CAROL A.	16,293.75	6,413.69	22,707.44
LEVINE , STEVEN	41,675.50	35,612.27	77,287.77
LIBBY , DAVID A.	100,044.27	5,146.02	105,190.29
LINDSEY , EILEEN M.	70,307.02	3,603.17	73,910.19
LINNEHAN , SHARON M.	824.74	0	824.74
LINSKEY , JOANNE L.	0	8,750.00	8,750.00
LINSKEY , MEGAN R.	0	13,636.88	13,636.88
LLUKAN , LISA M.	11,415.48	1,795.64	13,211.12
LOMBARDI-TOSTO , SHERI	407.58	0	407.58
LONERGAN , TARA M.	0	1,404.14	1,404.14
LOOSEN , MARY	69,363.52	2,797.93	72,161.45
LOPOLITO , CHRISTINE	7,109.94	54.56	7,164.50
LOVETT , THOMAS	1,216.14	0	1,216.14
LUSSIER , PAMELA	24,083.02	846.6	24,929.62
LYNCH , JOAN	80,829.29	4,795.87	85,625.16
LYONS , JOHN L.	97,105.97	2,732.21	99,838.18
MACCURLTAIN , ERIN K.	33,756.05	5,375.22	39,131.27
MACDONALD , BRUCE A.	40,940.67	1,815.52	42,756.19
MACDONALD , MARY R.	4,036.00	3,296.00	7,332.00
MACFADDEN , MEGHAN C.	0	1,428.87	1,428.87
MACLELLAN , ALEXANDER D.	0	3,345.00	3,345.00
MACLEOD , KATHLEEN	61,558.58	2,180.35	63,738.93
MACMULLIN , ANDREA M.	54,031.35	2,043.39	56,074.74
MACNEIL , LAUREEN	1,790.93	0	1,790.93
MAGUIRE , MARY	173.02	2,124.62	2,297.64
MAHONEY , EILEEN	32,568.50	1,173.65	33,742.15

2011 Annual Department Totals	Net Pay	Other*	Gross Pay
MAHONEY , EILEEN M.	2,659.75	0	2,659.75
MALATESTA , ROSAMOND	0	2,505.89	2,505.89
MALONE , LINDA	72,317.87	2,555.70	74,873.57
MALONEY , KATHLEEN A.	68,868.16	23,733.68	92,601.84
MANGAN , JOHNN A.	7,029.33	60.17	7,089.50
MANLEY , II, JAMES	64,087.36	2,115.51	66,202.87
MANNETTA , STEPHANIE M.	1,940.00	0	1,940.00
MARANVILLE , MARIE L.	45,438.28	5,253.58	50,691.86
MARAZZI , MICHELE M.	840	7,464.44	8,304.44
MARCELLA , JENNIFER K.	68,495.91	2,858.32	71,354.23
MARCHAND , JON A.	57,153.58	26,217.55	83,371.13
MARCUS , DAVID	150	0	150
MARGET , LISA G.	43,177.16	1,356.97	44,534.13
MARKHAM , CECILY A.	71,744.84	2,616.67	74,361.51
MARTEL , GRETCHEN A.	66,500.72	2,621.75	69,122.47
MARTEL , KATHERINE O.	0	50	50
MARTEL , PATRICIA M.	62,547.01	14,901.52	77,448.53
MARTIN , DANIEL N.	47,405.18	32,301.14	79,706.32
MATSON , AMY	72,078.25	5,781.58	77,859.83
MATYSCZAK , HELEN	72,485.96	2,651.95	75,137.91
MAXFIELD, III, ROGER N.	49,820.15	120.76	49,940.91
MAZZAPICA , MARY M.	8,157.23	0	8,157.23
MCANDREWS , PATRICK F.	68,868.16	3,037.45	71,905.61
MCARDLE MILENAVICH , SHARON	15,036.89	2,606.40	17,643.29
MCBRINE , MONICA	53,953.40	676.81	54,630.21
MCCABE , EVELYN D.	13,493.55	11.81	13,505.36
MCCABE , ROBERT F.	5,788.90	4,310.00	10,098.90
MCCANN , JOSEPH F.	44,105.42	20,356.23	64,461.65
MCCARTHY , ROBERT	40,674.68	1,466.66	42,141.34
MCCORMICK , ANNMARIE	38,735.00	8,422.62	47,157.62
MCDADE , PAMELA	47,681.60	14,143.75	61,825.35
MCDERMOTT , BETH A.	16,337.88	706.82	17,044.70
MCDERMOTT , KATHY	70,307.02	2,398.77	72,705.79
MCGINN , MARYBETH	73,991.76	4,075.77	78,067.53
MCGRATH , CHRISTINE L.	0	6,868.01	6,868.01
MCGRATH , MICHELLE L.	70,307.02	2,651.94	72,958.96
MCGRATH , ROBERT M.	0	1,006.63	1,006.63
MCGREGOR FAY , ANNE B.	58,365.27	2,048.85	60,414.12
MCINNES , JUDI K.	80,482.66	2,788.23	83,270.89
MCINTYRE , KEVIN R.	98,157.96	3,872.14	102,030.10
MCKENNA , DONNA M.	19,406.40	0	19,406.40
MCKENNA , JOEL B.	50,164.93	10,341.78	60,506.71
MCLAUGHLIN , MARIA L.	26,302.71	1,151.52	27,454.23
MCNEAL , RYAN D.	0	3,296.00	3,296.00

2011 Annual Department Totals	Net Pay	Other*	Gross Pay
MCNEIL , SUSAN M.	594.58	0	594.58
MCWILLIAMS , BRENDA	76,702.94	2,692.00	79,394.94
MEEKER , ALEXANDRA E.	73,532.26	3,285.72	76,817.98
MEHARG , HEIDI E.	57,715.21	2,091.20	59,806.41
MELLO , ANNA	277.5	0	277.5
MELLY , CHARLAINE L.	41,561.76	2,094.19	43,655.95
MEMMOLO , GAIL J.	3,082.22	0	3,082.22
MERCIER , CAREY E.	5,941.88	0	5,941.88
MERCIER , KELLY E.	39,232.18	860.65	40,092.83
MERRILL , JENNIFER A.	59,606.04	5,610.00	65,216.04
MERRY , DANIEL J.	59,356.58	2,022.12	61,378.70
MEUSE , BRENDA L.	14,497.58	0	14,497.58
MEUSE , MOLLY E.	8,125.00	0	8,125.00
MEUSE , PATRICIA M.	48,370.92	2,396.05	50,766.97
MEUSE , SUSAN A.	3,130.04	0	3,130.04
MEUSE , WILLIAM W.	20,220.73	11,634.13	31,854.86
MEZIANE , JOANNE L.	68,868.16	2,353.13	71,221.29
MIANO , DENISE	8,339.55	48.69	8,388.24
MIDDLETON , JUDITH A.	68,868.16	2,677.16	71,545.32
MILLER , GRETA L.	20,275.75	236.88	20,512.63
MILLER , JAYNE W.	2,291.63	0	2,291.63
MILLER , SANDRA H.	45,493.44	1,396.40	46,889.84
MILNE , KAREN M.	383.6	0	383.6
MIRANDA , SHANNON M.	68,249.28	2,347.42	70,596.70
MITCHELL , DENNIS J.	134.26	0	134.26
MOFFAT , DAVID S.	64,226.04	2,474.97	66,701.01
MOLLOY , PETER M.	65,274.73	17,982.71	83,257.44
MONDELLO , PATRICIA F.	73,024.22	2,505.89	75,530.11
MOONEY , DONNA B.	88,055.64	11,719.02	99,774.66
MOORE , VALERIE D.	364	0	364
MOORER , SUSAN M.	58,365.27	2,033.76	60,399.03
MORANDI , DENISE	62,564.00	2,240.73	64,804.73
MORIARTY , CAROL G.	50,803.64	297.86	51,101.50
MORRILL , BRIAN J.	1,390.00	0	1,390.00
MORRILL , JR., THOMAS A.	70,135.80	28,338.22	98,474.02
MORRISSEY , JOANNE M.	77,066.84	2,898.20	79,965.04
MORRISSEY , KEVIN M.	13,751.36	0	13,751.36
MROZ , SHAINA J.	46,245.88	513.23	46,759.11
MROZOWSKI , JENNIFER	77,218.46	2,666.78	79,885.24
MUGFORD , DEBRALEE	47,594.00	0	47,594.00
MUISE , KEVIN J.	66,345.46	8,259.72	74,605.18
MULLIGAN , CHRISTINE	56,917.32	1,764.42	58,681.74
MULLOY , SHERI F.	57,297.16	1,950.79	59,247.95
MULNO , SUSAN	65,980.37	2,455.38	68,435.75



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
MURPHY , JACLYN A.	53,106.02	2,640.72	55,746.74
MURPHY , LOIS E.	23,583.04	525	24,108.04
MURPHY , MARIE T.	6,403.68	60.4	6,464.08
MURPHY, EILEEN M.	0	3,296.00	3,296.00
MURRAY , KARA M.	59,007.54	4,638.49	63,646.03
MUSCOLINO , ELIZABETH	16,660.06	60.38	16,720.44
NAHLIK , STEVEN G.	50,963.57	1,586.52	52,550.09
NAPOLI , PATRICIA A.	32,639.88	905.31	33,545.19
NASTASI , MARIELLEN A.	74,974.13	2,606.40	77,580.53
NAVETTA , CAROL M.	78,782.76	3,422.44	82,205.20
NEACY , WILLIAM P.	0	1,958.32	1,958.32
NEAL , TERRANCE F.	43,205.15	4,759.37	47,964.52
NICHOLSON , KATHRYN M.	44,985.78	2,162.65	47,148.43
NICKERSON , DIANE	5,252.82	43.74	5,296.56
NOBERINI , JAIME L.	59,284.76	1,861.04	61,145.80
NORDSTROM , KAREN M.	11,213.03	58.56	11,271.59
NOWAK , MICHELE	2,421.39	46.8	2,468.19
OBERG , TERESA M.	22,083.10	840.38	22,923.48
O'BRIEN , JOANNE	76,130.69	2,674.33	78,805.02
O'CONNOR , JOHN E.	175,500.46	0	175,500.46
O'DONNELL , LINDA J.	1,011.73	0	1,011.73
O'HARA , ANN	0	2,455.70	2,455.70
O'HARE , NANCY J.	31,447.66	1,284.82	32,732.48
O'HEARN , SUSAN M.	799.44	0	799.44
O'KEEFE , STEPHEN J.	0	3,296.00	3,296.00
O'LEARY , SHANNON M.	60.42	0	60.42
OLEVSKY , TIMOTHY M.	36,772.36	60.38	36,832.74
OSBORNE , ANDREW L.	1,033.74	0	1,033.74
OSBORNE , M EILEEN T.	95,230.88	2,395.00	97,625.88
OSBORNE , MARY H.	61.74	0	61.74
OSTERBERG , ROY	41,174.63	22.27	41,196.90
OSTERMAN , MARCIA	56,588.92	1,272.41	57,861.33
OTIS , JAMES A.	47,399.06	5,104.74	52,503.80
PACOR , KELLY Q.	0	1,810.31	1,810.31
PAGE , DONALD C.	40,724.64	95.45	40,820.09
PAGE , RONALD G.	38,739.15	10,055.92	48,795.07
PAGIAVLAS , STEPHANIE	47,798.53	9,873.00	57,671.53
PALMER , JARYD	20,969.73	10,920.35	31,890.08
PANDOLPH , KYLE A.	540	0	540
PAQUIN , PAMELA J.	3,104.76	0	3,104.76
PARADIS , STACEY A.	21,607.61	1,089.75	22,697.36
PATTERSON , ROLAND T.	42,905.41	19,183.52	62,088.93
PAUL , GEORGE S.	5,020.00	0	5,020.00
PAULA , EMILY C.	6,338.71	0	6,338.71



2011 Annual Department Totals	Net Pay	Other*	Gross Pay
PAYNE , YVETTE	27.75	0	27.75
PELLETIER , RICHARD T.	33,482.43	0	33,482.43
PELOQUIN , CYNTHIA S.	69,221.77	2,513.46	71,735.23
PENNEY , KATHLEEN	17,540.52	5,153.24	22,693.76
PERROTTI, JR., RALPH J.	0	135	135
PETERSON , JOANNA H.	34,347.96	2,543.48	36,891.44
PETRIE , MARY	28,014.73	992.95	29,007.68
PFEIFER , CATHERINE T.	21,088.67	196.24	21,284.91
PHANEUF , MARY J.	288.12	0	288.12
PHELAN , MELISSA R.	3,430.00	0	3,430.00
PICCOLO , ANNA N.	220	0	220
PICCOLO , ANNA N.	128	0	128
PINEAU , ELENA M.	22,083.10	2,558.61	24,641.71
PINK , ASHLEY A.	51,483.24	2,002.86	53,486.10
PODOLSKY , KRISTEN M.	72,152.65	5,801.51	77,954.16
POIRIER , GRACE N.	57.54	0	57.54
POLICELLI , ANN M.	2,632.42	0	2,632.42
POLIMENO , KRISTEN M.	2,583.32	0	2,583.32
POLIMENO , LESLIE A.	1,246.71	0	1,246.71
PORCARO , CHERYL	97,596.39	0	97,596.39
PRICE , JENNIFER G.	66,389.14	7,987.60	74,376.74
PRINGLE , JAMES R.	68,868.16	2,405.45	71,273.61
PRIVETERA , LISA M.	4,186.08	0	4,186.08
PUDDESTER-MCKENNA , BERYL	67,395.20	2,172.05	69,567.25
PUMA , DUSTINE R.	73,112.59	2,516.08	75,628.67
QUINN , JOHN F.	62,583.43	13,747.82	76,331.25
QUINTILIANI , JEANNE M.	2,574.93	0	2,574.93
RAMASKA , CINDY D.	66,944.34	2,687.03	69,631.37
RAND , ANNE L.	72,225.28	2,767.73	74,993.01
RAUSEO , JEFFERSON M.	2,414.63	0	2,414.63
RAUSEO , MATTHEW L.	688.75	0	688.75
RAUSEO , MAURA A.	19,076.12	1,278.05	20,354.17
READING , ROBIN	70,307.02	2,516.08	72,823.10
REALE , PATRICIA A.	832.51	0	832.51
REBELO , CARLOS	13,701.79	0	13,701.79
REICH , JANICE E.	61,558.58	2,331.30	63,889.88
REKKBIE , LINDA	7,141.65	0	7,141.65
REPPUCCI , DIANE E.	10,850.82	0	10,850.82
REYES , JANET E.	68,868.16	2,496.02	71,364.18
REZENDES , KIMBERLY A.	67,837.79	3,734.51	71,572.30
RICE , JOSEPH F.	39,139.66	1,350.16	40,489.82
RIJO , VITERBO	0	2,115.51	2,115.51
RIVERA , MICHELE L.	18,183.08	0	18,183.08
ROBICHAUD , ELLEN-DALE	22,752.39	0	22,752.39

<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
ROBINSON , ELIZABETH C.	82,512.00	3,323.16	85,835.16
ROBINSON , MEGAN R.	49,558.42	1,917.07	51,475.49
ROBSON , SARAH M.	43,979.05	2,831.48	46,810.53
ROCCO , MICHAEL A.	19,547.51	3,972.01	23,519.52
RODGERS , KRISTI	68,868.16	2,828.11	71,696.27
ROGERS , KRISTINA	75,000.09	2,631.88	77,631.97
ROGERS , ROBERT G.	67,874.21	2,362.51	70,236.72
ROHAN , RICHARD M.	19,774.30	0	19,774.30
ROMANO , KRISTIN C.	66,345.46	2,298.76	68,644.22
ROMANSKI , MARYANN	20,914.56	2,637.19	23,551.75
RONAN , MARK J.	14,044.60	478.88	14,523.48
ROUFF , FRANCESCA	78,315.65	3,108.52	81,424.17
ROY , CONNIE A.	3,092.25	0	3,092.25
ROY , KRISTEN A.	44,469.09	2,360.07	46,829.16
RUCCIO , KAREN F.	53,278.10	2,011.17	55,289.27
RUSSELL, JOSEPH	2,291.63	0	2,291.63
RUSSO , KIMBERLY A.	68,926.19	3,604.85	72,531.04
RYAN , SANDRA	39,238.17	1,399.02	40,637.19
RYAN , SHELLI-AN	76,094.28	3,029.29	79,123.57
RYAN , THOMAS F.	68,868.16	17,881.43	86,749.59
RYSER , PATRICIA A.	63,167.40	8,489.67	71,657.07
SAAD , NICOLE L.	57,082.34	2,244.66	59,327.00
SACCO , ALEXANDRIA J.	5,875.00	0	5,875.00
SACRAMONE-GREENE , DONNA M.	62,687.85	2,447.60	65,135.45
SADLER , SHEILA	67,563.80	3,199.27	70,763.07
SAINDON , DENISE M.	66,670.40	3,776.15	70,446.55
SANDS , JEFFREY D.	52,000.00	8,000.00	60,000.00
SANTILLI , KATHLEEN A.	43,754.09	4,287.58	48,041.67
SANTOS, JR., ARTHUR J.	0	1,663.98	1,663.98
SARCIONE , KRISTI L.	70,307.02	16,107.95	86,414.97
SARSFIELD , DAN	2,409.25	0	2,409.25
SARSFIELD , ERIN M.	62,229.07	6,352.60	68,581.67
SARTORI , ANITA	2,392.93	0	2,392.93
SCIALDONE , KELLY M.	66,345.46	2,434.61	68,780.07
SCOFIELD , SUSAN	77,394.66	6,305.89	83,700.55
SELISSEN , JEANNE K.	70,307.02	2,528.62	72,835.64
SENECHAL-BROWN , ELAINE M.	68,868.16	2,405.45	71,273.61
SERINO , JULIE L.	64,980.37	90.57	65,070.94
SGROI , JULIE T.	45,404.09	332.1	45,736.19
SHAO, DAN	50,317.26	2,428.62	52,745.88
SHARKEY , JAMES F.	0	2,349.52	2,349.52
SHEAHAN , KRISTINA A.	54,467.34	1,861.04	56,328.38
SHEEHAN , ANN B.	6,710.25	0	6,710.25
SHEEHAN , ASHLEY M.	45,317.00	1,187.04	46,504.04

<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
SHEEHAN , KIMBERLY A.	18,576.34	202.22	18,778.56
SHEPPARD , LORI	8,486.69	0	8,486.69
SHIMKUS , JAMES P.	39,474.61	4,621.25	44,095.86
SHIRKOFF , PAMELA A.	79,125.30	20,018.82	99,144.12
SHIRKOFF , ROBERT	69,224.58	4,012.33	73,236.91
SHOLL , KATHLEEN T.	15,180.60	99.3	15,279.90
SILVA , CHERYL A.	22,083.10	105.29	22,188.39
SINCLAIR , ELAINE C.	82,083.24	3,049.31	85,132.55
SKAALAND , CARINA M.	1,630.30	0	1,630.30
SLEZAK , DIANE N.	77,711.37	3,305.14	81,016.51
SMALLIDGE , NICOLE	71,744.84	3,733.61	75,478.45
SMITH , MARGARET	439.88	0	439.88
SMITH-DOCKHAM , ALISSA D.	35,540.51	60.38	35,600.89
SORDILLO , DENISE A.	1,866.23	0	1,866.23
SOUZA , FLORENCE F.	71,312.45	2,757.60	74,070.05
SPEROS , ELAINE F.	77,066.84	2,656.66	79,723.50
SPOLEN , SUSAN A.	68,868.16	347.19	69,215.35
STACK , CATHERINE F.	68,868.16	2,601.69	71,469.85
STAMP , JASON R.	91,273.78	5,210.14	96,483.92
STARLING , KATHLEEN A.	22,082.97	840	22,922.97
STASKYWICZ , KIMBERLY	1,030.00	0	1,030.00
STOCKI , PENNY L.	3,020.00	780	3,800.00
STONE , KIMBERLY M.	73,183.70	2,949.07	76,132.77
STRATIS , PATRICIA	56,353.06	20,533.95	76,887.01
STRONACH , RICHARD J.	43,105.27	19,684.83	62,790.10
STRONG , ALICIA M.	55.5	0	55.5
SUGRUE , DANIEL P.	1,218.00	0	1,218.00
SULLIVAN , BARRY T.	39,224.76	417.24	39,642.00
SULLIVAN , CHARLENE A.	5,396.19	21.85	5,418.04
SULLIVAN , LAURA L.	18,101.58	129.68	18,231.26
SULLIVAN , SUSAN M.	70,307.12	5,921.94	76,229.06
SULLIVAN , YVETTE R.	422.94	0	422.94
SULLIVAN, JR., JAMES T.	72,225.28	12,628.75	84,854.03
SUTLIFF , NADINE B.	83,814.83	3,127.86	86,942.69
TAGGART , JULIA M.	25,423.82	2,337.38	27,761.20
TAKIS , JOSHUA H.	42,678.49	4,498.31	47,176.80
TALFORD , GINAMARIE	84,220.41	2,656.66	86,877.07
TAYLOR , DONNA M.	499.5	0	499.5
TECCE , TRACY F.	616.5	0	616.5
TELLIER , HOLLY	5,366.40	9,432.50	14,798.90
TEMMALLO , PAMELA	8,060.99	0	8,060.99
TETRAULT , LAURA P.	1,651.46	0	1,651.46
THARRETT , CANDACE M.	57,693.05	381.58	58,074.63
THEISEN , ANNE M.	16,338.00	2,400.96	18,738.96



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
THERIAULT-REGAN , BRENDA M.	92,273.74	4,160.14	96,433.88
THEW , KATHERINE A.	68,868.16	2,405.45	71,273.61
THUILLIER , PETER G.	43,605.26	12,161.81	55,767.07
TIERNEY , MARYBETH	22,083.10	1,765.76	23,848.86
TIRABASSI , MELANIE A.	22,083.10	7,710.24	29,793.34
TORNAME , NANCY	31,240.04	575.09	31,815.13
TORRE , JOANNE K.	134.26	0	134.26
TOVEY , JEANNETTE E.	1,169.98	0	1,169.98
TRAMONTE , LISA M.	59,356.58	2,399.49	61,756.07
TRANT , TIFFANY L.	71,744.84	2,450.53	74,195.37
TREVOR , DENISE A.	22,821.63	1,211.01	24,032.64
TSAKALAKOS , SARAH A.	49,618.75	2,253.47	51,872.22
VENTURA , CATHERINE F.	75,331.35	11,495.38	86,826.73
VIEIRA , BARBARA	18,144.15	5,219.57	23,363.72
VIENS , KIM E.	16,925.00	8,778.49	25,703.49
VONKAHLE , HEIDI	0	3,296.00	3,296.00
WAITE , BRENDA	4,935.95	0	4,935.95
WALDRIP , ROBERTA	13,784.88	230	14,014.88
WALKER , JAMES E.	45,953.18	0	45,953.18
WALLACE , JOY C.	6,152.39	0	6,152.39
WALLACE , KATHRYN E.	3,726.08	0	3,726.08
WALSH , ANDREW J.	39,807.66	4,558.44	44,366.10
WALSH , ELAINE	53,953.40	4,984.59	58,937.99
WALSH , REBECCA J.	16,337.88	1,569.88	17,907.76
WAREHAM, JR., WILLIAM A.	38,131.79	2,667.22	40,799.01
WEIDKNECHT , MARGUERITE K.	75,563.96	4,003.89	79,567.85
WEIR, III, JOHN S.	100,540.08	3,958.07	104,498.15
WEISS , EILEEN F.	16,338.00	180	16,518.00
WELCH , DANIELLE M.	18,117.71	332.09	18,449.80
WELCH , KELLYN M.	12,747.85	120.76	12,868.61
WELCH , PATRICIA	38,735.04	0	38,735.04
WENZ, LAURANCE	0	2,997.00	2,997.00
WHITE , MARIE L.	68,868.16	2,707.35	71,575.51
WHITEHOUSE , PATRICIA A.	24,636.78	649.57	25,286.35
WHYNOT , ANN M.	71,744.84	2,616.67	74,361.51
WILLEY , MICHAEL	5,970.12	0	5,970.12
WILLIAMS , CARRIE-ANN	2,966.22	0	2,966.22
WILLIAMS , JEANANN	11,867.46	0	11,867.46
WILLIAMS , KEITH G.	46,883.96	1,681.29	48,565.25
WILSON , ELIZABETH M.	39,386.96	0	39,386.96
WINN , DENNIS M.	22,083.10	45	22,128.10
WITHAM, CHERYL	62,564.00	2,281.77	64,845.77
WITMYER , RENEE A.	786.38	0	786.38
WOODMAN , JANICE M.	17,128.00	114.01	17,242.01



<b>2011 Annual Department Totals</b>	<b>Net Pay</b>	<b>Other*</b>	<b>Gross Pay</b>
YORE , SARAH E.	67,783.96	3,127.68	70,911.64
YOUNG , KEITH E.	76,592.88	2,584.52	79,177.40
ZAREMBA , SHARON C.	31,540.03	911.72	32,451.75
ZIER , MATTHEW D.	2,925.00	0	2,925.00
ZIER , MARY ELLEN	8,899.00	0	8,899.00
ZUCCO, III , ERNEST	75,646.02	6,330.12	81,976.14
ZULLO , LISA M.	62,547.01	2,184.63	64,731.64
ZWIREK , NICOLE M.	70,307.02	2,455.70	72,762.72
2011 Annual Department Totals			
	Net Pay	Other *	Gross Pay
Grand Totals: 709	25,364,089.16	2,149,613.41	27,513,702.57
* Other consist of Overtime, Coaching, Extended Day Program, Adult Education, Retro Pay			

# At Your Service

(AREA CODE 978)

GENERAL INFORMATION.....	640-4300
AMBULANCE.....	911
Administrative Services, Town Hall.....	640-4488
Assessors, 11 Town Hall Ave.....	640-4330
Auditor, 11 Town Hall Ave.....	640-4320
Board of Registrars (Voter Information).....	640-4355
Building Commissioner (DPW Building).....	640-4430
Community Development (DPW Building) .....	640-4370
Computer Services, 11 Town Hall Ave. ....	640-4351
Conservation Commission (DPW Building).....	640-4370
FIRE DEPARTMENT (21 Town Hall Ave.)	
To Report a Fire.....	911
Other Fire Information.....	640-4410
Health Board.....	640-4470
Housing Authority (Saunders Circle).....	851-7392
Library (300 Chandler St.).....	640-4490
Parking Clerk, Town Hall.....	640-4356
Planning Board (DPW Building).....	640-4370
Plumbing/Electrical Inspector (DPW Building)	640-4435
POLICE DEPARTMENT, 918 Main Street	
EMERGENCY.....	911
Administrative-Non Emergency.....	640-4381
Detectives.....	640-4380
Dog Officer.....	640-4395
Records.....	640-4385
PUBLIC WORKS (DPW Building, 999 Whipple Rd.)	
Superintendent/Administration Office.....	640-4440
Engineering Division.....	640-4440
Highway Division.....	640-4440
Sewer Division.....	640-4440
Snow & Ice Emergency.....	640-4443
Tree Division .....	640-4440
Water Division	
(Emergencies-Phone Police Dept).....	640-4448
Water Treatment Plant.....	858-0345
Water Billing Division , 11 Town Hall Ave.....	640-4350
Road Runner Transportation.....	459-0152
Rubbish Disposal & Recycling .....	1-800-442-9006
Northern Middlesex Registry of Deeds	978-458-8474

(AREA CODE 978)

## SCHOOL DEPARTMENT

Athletic Director.....	640-7834
Loella Dewing School, 1469 Andover St.....	640-7858
Heath Brook School, 165 Shawsheen St.....	640-7865
Memorial High School, 320 Pleasant St.....	640-7825
North Street School 133 North St.....	640-7875
Louise Trahan School, 12 Salem Rd.....	640-7870
John Ryan Elem School, 135 Pleasant St.....	640-7880
John Wynn Middle School, 1 Griffin Way....	640-7846
Shawsheen Tech. Region. H.S. (Billerica).....	667-2111
Superintendent of Schools, 139 Pleasant St....	640-7801
Business Admin. Office, 139 Pleasant St.....	640-7805
Sealer of Weights & Measurers.....	640-4430
Selectmen, Town Hall.....	640-4300
Senior Center, 175 Chandler St.....	640-4480
Cable TV: Channel 10.....	640-4300
Channel 22.....	640-7825
Town Clerk, Town Hall.....	640-4355
Town Manager, Town Hall.....	640-4310
Treasurer/Tax Collector, 11 Town Hall Ave....	640-4340
Veterans Agent, Town Hall.....	640-4485
Voter Information, Town Hall.....	640-4355
Welfare Department.....	446-2400
Historical Society .....	978-863-9989
(Web Site – <a href="http://www.tewkhissoc.org">www.tewkhissoc.org</a> )	
Tewksbury Cemetery, 172 East St. ....	978-851-4165
Tewksbury Community Pantry .....	978-858-2273
Town's Web Site.....	<a href="http://www.tewksbury-ma.gov">www.tewksbury-ma.gov</a>

## CITIZENS INFORMATION SERVICE

Office of the Secretary of State.....	1-800-392-6090
(Web Site – <a href="http://www.wheredoivotema.com">www.wheredoivotema.com</a> )	
Senator Scott Brown (Boston).....	1-617-565-3170
Senator John Kerry (Boston).....	1-617-565-8519
Congresswoman Niki Tsongas (Lowell)...	978-459-0101
State Senator Barry Finegold.....	1-617-722-1612
State Representative James Miceli.....	1-617-722-2460
State Representative Paul Adams.....	1-617-722-2014



# **Annual Report**

## **Town of Tewksbury Massachusetts**



# **2012**



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# ***In Memoriam***

<i><u>Person's Name</u></i>	<i><u>Position Held</u></i>
<i>Russell Gourley, Sr.</i>	<i>Firefighter</i>
<i>Doris Westaway</i>	<i>Clerk</i>
<i>Mamie Burke</i>	<i>Sr. Account Clerk, Treasurer</i>
<i>Thelma Palmer</i>	<i>Cafeteria Worker</i>
<i>Muriel Ellis</i>	<i>Cafeteria Worker</i>
<i>Edward Wilson, Jr</i>	<i>Fire Dispatcher</i>
<i>William Magro</i>	<i>Fire Captain</i>
<i>Michael Callahan</i>	<i>Community Pantry Volunteer</i>
<i>Frances Stephan</i>	<i>Teacher</i>
<i>James Luz</i>	<i>Patrolman</i>

# General Government

*Biograph  
Annual and Special Elections*

*Town Officers  
Town Meeting Warrants*

*Town Committees  
Elections*

## Biograph

1. **Town:**  
Tewksbury, Massachusetts  
Incorporated in 1734
2. **County:**  
Middlesex, ss.
3. **Location:**  
At the junction of two new superhighways in northeastern Massachusetts, U.S. Interstate 495 and U.S. Interstate 93. The Town is bordered on the north by the Merrimack River, northeast by the Town of Andover, southeast by the Town of Wilmington, southwest by the Town of Billerica and borders on the City of Lowell on the west. It is 21 miles from Boston, 50 miles from Worcester, 30 miles from Salisbury Beach, and 230 miles from New York City.
4. **Population:**  
2000 - 30,315  
2005 - 30,730  
2006 - 30,762  
2007 - 32,382  
2008 - 32,774  
2009 - 33,067  
2010 - 32,516 Annual Town Census  
2010 - 28,961 Federal Census  
2011 - 30,309  
2012 - 30,077
5. **Land Areas:**  
20.70 square miles  
10,789.5 acres
6. **Density:**  
Person per square mile:  
2000 - 1,464  
2006 - 1,486  
2007 - 1,564  
2008 - 1,583  
2009 - 1,597  
2010 - 1,570  
2011 - 1,464  
2012 - 1,453
7. **Climate:**  
Mean annual precipitation - 43.40 inches  
Mean Temperature - January - 26.6 degrees  
July - 73.7 degrees.
8. **Elevation:**  
Highest Point: Ames Hill, 363 feet;  
North section: 200 feet;  
West section: 150 feet;  
Center: 120 feet;  
South section: 150 feet  
(above mean sea level)
9. **Topography:**  
Fairly level terrain, with elevations varying from 100 feet to 200 feet above sea level. Soil is a mixture of sandy soil in southern section. Wet and moist and of good texture along the central and northern sections.
10. **Established:**  
Inhabitants separated from Billerica in 1733.  
First Town Meeting held January 14, 1734.  
Duly incorporated December 23, 1734.
11. **Form of Government:**  
Open Town Meeting  
Five Member Elected Board of Selectmen  
Appointed Town Manager



## Elected Officers

### Board of Selectmen

<b>David H. Gay (Chairman)</b>	2015
Todd R. Johnson	2013
Douglas W. Sears (Vice-Chairman)	2014
Anne Marie Stronach	2013
Scott D. Wilson (Clerk)	2015

### School Committee

James A. Cutelis (Clerk)	2015
Brian H. Dick (Vice-Chairman)	2014
Dennis G. Francis	2015
<b>Kristen M. Polimeno (Chairman)</b>	2013
Joseph E. Russell	2013

### Planning Board

<b>Robert A. Fowler (Chairman)</b>	2013
Stephen G. Johnson, Jr.	2016
David J. Plunkett	2015
Nancy L. Reed (Clerk)	2017
Vincent W. Spada (Vice-Chairman)	2014

### Moderator

Keith E. Rauseo	2014
-----------------	------

### Library Trustees

<b>Joseph C. Frank (Chairman)</b>	2013
Robert Homeyer	2014
Paige Ferry Impink	2015
Patrick J. Joyce	2014
Patricia A. Pino (Vice-Chairman)	2015
Eugene F. Walsh (Clerk)	2013

### Board of Health

Kathleen M. Brothers (Clerk)	2015
<b>Phillip L. French (Chairman)</b>	2013
Christine Kinnon	2013
Charles J. Roux (Vice-Chairman)	2014
Edward J. Sheehan, Jr.	2015

### Town Clerk

Denise Graffeo	2014
----------------	------

### Housing Authority

John W. Deputat	2013
Marc A. DiFruscia	2016
<b>Louise A. Gearty (Chairman)</b>	2014
Linda A. Ricardo-Brabant	2015
Matthew McLaughlin (State Appointee)	2011

### School Committee/Regional Technical

Michael P. Kelley	2015
Patricia M.W. Meuse	2013

## Appointive Officers

Animal Control Officer	Timothy Sullivan
Asst. Treasurer/Collector	Janice Metivier
Board of Health Director	Lou-Ann Clement
Building Commissioner	Ed Johnson
Chief Assessor	Christopher Wilcock
Computer Services	Stephen M. Hattori
Council on Aging Director	Linda Ricardo-Brabant
Director of Community Dev.	Steven Sadwick
Emergency Management	Capt. Michael Sitar, Jr.
Finance Director	Karen Shree Kucala
Fire Chief	Michael Hazel
Library Director	Diane Giarrusso
Planner/Conservation Agent	Kyle Boyd
Police Chief	Timothy Sheehan
Superintendent of Public Works	Brian Gilbert
Superintendent of Schools	John E. O'Connor
Town Counsel	Charles Zaroulis
Town Historian	Warren R. Carey
Town Manager	Richard Montuori
Treasurer/Collector	Kelly Odams
Veterans Agent	James Williams

# Appointed Boards-Committees-Commissions

## **Board of Registrars (3)**

Denise Graffeo, Town Clerk  
Edward Creamer  
Frank Teague  
Ruth Teague (Chair)

## **Community Preservation Committee (7)**

Tom Churchill  
Stephen Deackoff  
Corinne A. Delaney  
David H. Gay (Clerk)  
Richard Montuori  
Donna Pelczar (Vice-Chair)  
Nancy Reed (Chair)

## **Computer Study Committee**

David Aznavoorian  
Lisa Hanson  
Stephen Hattori  
Nathan Legvold (Chair)  
Scott Wilson  
Keith Young

## **Conservation Commission (5)**

Sean Czarniecki  
Stephen Deackoff  
Stan Folta (Chair)  
Anthony Ippolito (Vice-Chair)  
Dennis Sheehan

## **Council on Aging (11)**

Joanne Aldrich  
Joel Deputat (Chair)  
Marie Durgan  
Peg Keefe  
Dvoralyn Kerr  
Warren Layne (Vice-Chair)  
Rose McKenna  
Paul McNaught  
Lorene Patch  
Joan Unger  
Mark Wood

## **COA Alternate Members (3)**

Virginia Desmond  
OPEN  
OPEN

## **Economic Development Committee**

Tracy Clement  
Stephen Deackoff  
Ron Hall  
David H. Gay (Chair)  
Richard Montuori  
David J. Plunkett (Vice-Chair)  
Nancy Reed  
Brian Schofield

## **Finance Committee (9)**

David Aznavoorian (Vice-Chair)  
Thomas Cooke (Chair)  
Ron Hall  
Ralph F. Ford  
Raymond Lisiecki  
Christian McMillan  
Damin Sutherby  
David J. McGiness  
Kelly P. Brooks

## **Green Committee (8)**

Joseph Cary  
Thomas L. Cooke  
James J. Duffy  
Robert A. Fowler  
Marc P. Ginsburg  
Joseph Russell  
Anne Marie Stronach (Chair)  
**Green Committee Alternate Member (1)**  
Brian Dick

## **High School Building Committee**

**James Cutelis (Chair)**  
Dennis Francis  
Richard Guida  
Ronald Hall  
Patricia Lally  
Richard Montuori  
John C. O'Connor  
Brenda Regan  
Joseph Russell  
Jeffrey Sands  
Vincent Spada  
Ann Marie Stronach

## **Historic Commission (7)**

Warren Carey  
Thomas Churchill  
James J. Gaffney, III (Chair)  
M. Eileen McDonagh (Clerk)  
Keith Rauseo (Vice-Chair)  
William Wyatt  
OPEN

## **Local Housing Partnership (10)**

Jay Axson  
Laura Caplan  
Stephen Deackoff (Chair)  
Corinne A. Delaney  
Greg Peters (Clerk)  
Nancy Reed  
Ron Roy  
Raymond White  
David Gay  
OPEN

**Mass. Cultural Council - (Arts Lottery Council) (5-22)**

Eleanor Corey  
Judith Dziadosz  
Maria Galante  
Betsy Greco  
M. Eileen McDonagh (Chair)  
Christian Panasuk  
Lisa Puccia  
Jacqueline Stone  
Erin Buckley  
John Buckley

**Personnel Relations Review Board (5)**

Dawn Cathcart  
David Gay  
Steven Sadwick (Chair)  
Michele Stein  
Teresa Belanger

**Recycling Committee**

Sandra Barbeau (Vice-Chair)  
Sean Czarniecki  
Jae Gray  
Pamela Meroski  
Loretta Ryan (Chair)  
Joe Smeraldi  
Kristin Smith

**Scholarship and Education Fund Committee**

Sandra Brinquinho  
Thomas Churchill  
William Deignan  
John O'Connor  
Keith Rauseo (Chair)

**School Facilities Study Committee**

Shannon M. Demos  
Stephen J. DeFrancesco  
Arthy S. Bennett  
Karla A. Branchaud  
Barbara A. Lawton

Michael J. Cahill  
Brenda M. Theriault-Regan  
Anne Marie Stronach  
Krissy Polimeno  
Ex Efficio  
Dr. John O'Connor

**Special Act Charter Committee**

Sandra Barbeau  
James Biewener  
Elizabeth Carey  
Dean Graffeo  
Ronald Hall  
Richard O'Neill (Vice-Chair)  
Vincent Spada  
Scott Wilson (Chair)  
Ex Efficio Members

Denise Graffeo  
Keith Rauseo  
Richard Montuori

**Trust Fund Commission (3)**

Warren Carey (Chair)  
Open  
Open

**Zoning Board of Appeals**

Marc DiFruscia (Clerk)  
Robert Dugan (Chair)  
Amy Witts (Vice-Chair)

**ZBA Associate Members**

Leonard G. Dunn  
Andrew D. Assee

# Federal and State Government

## PRESIDENT

Barack Obama (D)  
The White House  
Washington, DC 20500  
Public Opinion "Hot-Line" (202) 456-1111

## U.S. SENATOR

Scott P. Brown (R)  
Boston Address:  
2400 JFK Federal Bldg.  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-3170

Washington Address:  
317 Russell Senate Office Bldg.  
Washington, DC 20510  
(202) 224-4543

## U.S. SENATOR

John F. Kerry (D)  
Boston Address:  
1 Bowdoin Square, 10<sup>th</sup> Floor  
Boston, MA 02114  
(617) 565-8519

Washington Address:  
218 Russell Senate Office Bldg.  
Washington, DC 20510  
(202) 224-2742

## U.S. REPRESENTATIVE

Niki Tsongas (D)  
5<sup>th</sup> Congressional District  
Washington Address:  
2229 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-3411  
Fax: (202) 226-0771

Lowell Address:  
11 Kearney Square, 3<sup>rd</sup> Floor  
Lowell, MA 01852  
Phone: (978) 459-0101  
Fax: (978) 658-6070

## GOVERNOR

Deval Patrick (D)  
Massachusetts State House  
Office of the Governor, Room 360  
Boston, MA 02133  
Phone: (617) 725-4005  
Fax: (617) 727-3666

## STATE SENATOR

Barry R. Finegold (D)  
Second Essex & Middlesex District  
Room 416B  
State House  
Boston, MA 02133  
(617) 722-1612 Fax: (617) 722-2837  
Barry.Finegold@MASenate.gov

Home Address:  
42 Stirling Street  
Andover, MA 01810

## STATE REPRESENTATIVE

James R. Miceli (D) Wilmington  
Nineteenth Middlesex District  
Precincts: 1-1A-2-2A-4-4A  
Room 446                      Home Address:  
State House                      11 Webber St  
Boston, MA 02133      Wilmington, MA 01887  
(617) 722-2460              (978) 658-9797  
[james.miceli@mahouse.gov](mailto:james.miceli@mahouse.gov)

Paul Adams (R) Andover  
Seventeenth Essex District  
Precincts 3-3A  
Room 39                      Home Address:  
State House                      12 Berkeley Ln  
Boston, MA 02133      Andover, MA 01810  
Phone: (617) 722-2014  
Fax: (617) 626-0110  
[paul.adams@mahouse.gov](mailto:paul.adams@mahouse.gov)



# Town Meetings and Elections

## Presidential Primary

March 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 3,176 ballots cast; 655-Democrat, 2,516-Republican, & 5-Green-Rainbow

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Jean Brady, Clerk
Precinct 2	Kathleen Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	Judith Colman, Warden	Judith Yarbrough, Clerk
Precinct 3A	Laura Siano, Warden	Mary Pilcher, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

### PRESIDENTIAL PRIMARY

March 6, 2012

#### PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Democrat	81	98	82	73	79	62	81	99	655
Republican	321	330	250	251	378	350	309	327	2516
Green-Rainbow	2	0	2	0	0	0	1	0	5
<b>TOTAL</b>	404	428	334	324	457	412	391	426	3176

### DEMOCRAT

#### PRESIDENTIAL PREFERENCE

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barack Obama	54	69	55	48	51	41	47	57	422
No Preference	19	19	17	17	22	15	18	31	158
Write Ins	4	3	3	1	3	2	3	8	27
Blanks	4	7	7	7	3	4	13	3	48
<b>TOTAL</b>	81	98	82	73	79	62	81	99	655

### STATE COMMITTEE MAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
William Lantigua	31	30	35	29	25	20	30	38	238
Kendrys R. Vasquez	26	38	30	35	35	24	31	36	255
Write Ins	0	1	0	1	0	1	0	0	3
Blanks	24	29	17	8	19	17	20	25	159
<b>TOTAL</b>	81	98	82	73	79	62	81	99	655

### STATE COMMITTEE WOMAN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Patricia A. Commane	55	76	65	63	59	46	64	70	498
Write Ins	0	0	0	1	1	0	4	0	6
Blanks	26	22	17	9	19	16	13	29	151
<b>TOTAL</b>	81	98	82	73	79	62	81	99	655

**TOWN COMMITTEE**

<b>Precinct</b>	<b>1</b>	<b>1A</b>	<b>2</b>	<b>2A</b>	<b>3</b>	<b>3A</b>	<b>4</b>	<b>4A</b>	<b>Total</b>
Group	37	46	33	36	32	20	33	40	277
Warren R. Carey	51	65	44	51	47	34	48	60	400
Joan M. Dunlevy	46	56	46	48	45	34	49	61	385
John J. Kelley, Jr.	41	61	40	41	42	34	43	55	357
Marie P. Sweeney	43	56	41	44	40	32	43	47	346
William J. Manseau	40	50	40	40	36	23	39	44	312
Sandra L. Creamer	38	53	39	47	37	36	44	50	344
Todd R. Johnson	44	58	43	44	37	26	41	52	345
Cathy M. Dwyer	40	51	43	42	37	26	40	43	322
Richard O'Neill, Jr.	41	57	41	42	36	31	39	47	334
Elisabeth S. Lewin	39	48	39	44	41	23	37	44	315
Joseph P. Gill, Jr.	42	56	42	41	36	29	39	50	335
Michele E. Franks	40	51	41	43	33	22	35	42	307
Robert F. Demers	39	50	36	39	37	25	37	43	306
Rosemary E. Haloon	38	50	37	43	34	26	38	41	307
Scott J. Consaul	43	52	42	43	39	25	45	46	335
Rita C. O'Brien Dee	50	54	43	48	44	28	45	52	364
Thomas G. Conlon	41	52	42	40	38	27	39	54	333
Celeste M. Lynch	38	49	39	43	34	23	35	43	304
Paul S. Harrington	40	52	37	40	35	27	41	44	316
Lorna Marie Garey	41	48	40	49	34	23	39	41	315
Robert A. Fowler	40	55	41	43	38	28	40	52	346
Elisabeth R. Desmarais	41	52	42	44	38	22	41	47	327
David H. Gay	50	42	58	40	42	35	40	63	399
Leann Kennedy D'Entremont	41	52	38	43	37	27	38	40	325
Robert E. Carey	43	51	37	40	33	28	38	43	313
Donna M. Bell	40	51	40	43	38	28	38	40	328
Frederick L. Simon	41	52	37	40	42	29	38	50	329
Mary-Ann O'Brien Nichols	45	51	45	53	41	28	45	53	362
Thomas L. Cooke	38	51	39	39	35	28	38	40	310
Donna J. Gill	43	51	40	47	36	27	39	47	330
Russell B. Haloon	39	49	40	40	34	23	38	40	303
Janice M. O'Neill	40	56	40	44	37	29	36	45	327
Mary M. Manseau	42	54	43	46	38	24	40	47	334
Write-ins/All Others	0	0	0	1	1	2	0	0	4
Blanks	1,414	1,674	1,515	1,111	1,477	1,258	1,507	1,781	11,737
<b>TOTAL</b>	<b>2,837</b>	<b>3,476</b>	<b>2,903</b>	<b>2,591</b>	<b>1,333</b>	<b>2,190</b>	<b>2,864</b>	<b>3,410</b>	<b>21,604</b>

**REPUBLICAN**  
**PRESIDENTIAL PREFERENCE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Ron Paul	17	24	25	19	15	17	14	31	162
Mitt Romney	260	260	188	209	308	293	249	259	2026
Rick Perry	1	1	0	0	0	0	0	1	3
Rick Santorum	25	36	24	20	35	26	35	26	227
Jon Huntsman	0	2	2	1	0	1	2	2	10
Michelle Bachmann	0	0	1	1	0	1	2	1	6
Newt Gingrich	18	4	10	1	19	9	6	7	74
No Preference	0	1	0	0	1	3	1	0	6
Write Ins	0	1	0	0	0	0	0	0	1
Blanks	0	1	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>321</b>	<b>330</b>	<b>250</b>	<b>251</b>	<b>378</b>	<b>350</b>	<b>309</b>	<b>327</b>	<b>2516</b>

**STATE COMMITTEE MAN**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Paul Adams	202	215	159	150	275	221	186	200	1608
Write Ins	2	3	1	3	3	1	3	4	20
Blanks	117	112	90	98	100	128	120	123	888
<b>TOTAL</b>	<b>321</b>	<b>330</b>	<b>250</b>	<b>251</b>	<b>378</b>	<b>350</b>	<b>309</b>	<b>327</b>	<b>2516</b>

**STATE COMMITTEE WOMAN**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Sheila M. Richardson	201	216	158	152	265	208	185	198	1583
Write Ins	1	2	1	1	1	1	2	4	13
Blanks	119	112	91	98	112	141	122	125	920
<b>TOTAL</b>	<b>321</b>	<b>330</b>	<b>250</b>	<b>251</b>	<b>378</b>	<b>350</b>	<b>309</b>	<b>327</b>	<b>2516</b>

**TOWN COMMITTEE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Donald R. Ordway	0	0	0	0	0	0	0	0	0
Robert L. Homeyer	0	0	0	0	0	0	0	0	0
Laurence F. Sanford	0	0	0	0	0	0	0	0	0
Carolyn J. Donovan	0	0	0	0	0	0	0	0	0
June K. Alcott	0	0	0	0	0	0	0	0	0
Kevin C. Anderson	0	0	0	0	0	0	0	0	0
Arthur S. Bernier	0	0	0	0	0	0	0	0	0
Han M. Bernier	0	0	0	0	0	0	0	0	0
Robert E. Codner	0	0	0	0	0	0	0	0	0
John W. Dunfey	0	0	0	0	0	0	0	0	0
Kathleen A. Dunfey	0	0	0	0	0	0	0	0	0
Melissa Forte	0	0	0	0	0	0	0	0	0
Melissa Gleaton	0	0	0	0	0	0	0	0	0
Doreen Jennings	0	0	0	0	0	0	0	0	0
Robert F. Kelley	0	0	0	0	0	0	0	0	0
Pamela LeFave	0	0	0	0	0	0	0	0	0
Joann M. Ordway	0	0	0	0	0	0	0	0	0
Lyndsay Robinson	0	0	0	0	0	0	0	0	0
Douglas W. Sears	0	0	0	0	0	0	0	0	0
Francis P. Teague	0	0	0	0	0	0	0	0	0
Ruth A. Teague	0	0	0	0	0	0	0	0	0
James D. Wentworth	0	0	0	0	0	0	0	0	0
Write Ins	8	26	66	16	7	17	49	8	197
Blanks	11227	11524	8684	8769	13223	12233	10766	11437	87863
<b>TOTAL</b>	<b>11235</b>	<b>11550</b>	<b>8750</b>	<b>8785</b>	<b>13230</b>	<b>12250</b>	<b>10815</b>	<b>11445</b>	<b>88060</b>

**GREEN-RAINBOW**

**PRESIDENTIAL PREFERENCE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Kent Mesplay	0	0	0	0	0	0	0	0	0
Jill Stein	1	0	1	0	0	0	1	0	3
Marley Mikkelson	0	0	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	0	0	0	0
Cynthia McKinney	0	0	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0	0	0
No Preference	0	0	1	0	0	0	0	0	1
Write Ins	1	0	0	0	0	0	0	0	1
Blanks	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	2	0	2	0	0	0	1	0	5

**STATE COMMITTEE MAN**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	1	0	0	0	0	0	1
Blanks	2	0	1	0	0	0	1	0	4
<b>TOTAL</b>	2	0	2	0	0	0	1	0	5

**STATE COMMITTEE WOMAN**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	1	0	0	0	0	0	1
Blanks	2	0	1	0	0	0	1	0	4
<b>TOTAL</b>	2	0	2	0	0	0	1	0	5

**TOWN COMMITTEE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Write Ins	0	0	0	0	0	0	0	0	0
Blanks	20	0	20	0	0	0	10	0	50
<b>TOTAL</b>	20	0	20	0	0	0	10	0	50

# Eligible Voters	20,624
Total Votes Cast	3,176
Percent	15.4%



# Annual Town Election

## April 14, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 8:00 AM and closed at 8:00 PM. There were 4,441 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Katherine Maher, Warden	Jacqueline Tempia, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Jane Linscott, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk    Robert MacInnis, Clerk

### TOWN OF TEWKSBURY ANNUAL TOWN ELECTION April 14, 2012

#### PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Total Votes Cast	507	665	454	498	566	635	504	612	4,441

#### BOARD OF SELECTMEN

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	179	172	140	131	199	197	138	177	1,333
David H. Gay	291	402	267	284	321	375	304	360	2,604
Scott D. Wilson	278	329	198	253	304	290	260	285	2,197
Robert T. Marcin	117	187	110	126	127	180	136	173	1,156
Kenneth A. Miano	147	235	193	202	176	226	168	225	1,572
Write-ins	2	5	0	0	5	2	2	4	20
<b>TOTAL</b>	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

#### BOARD OF HEALTH

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	292	307	235	231	320	319	249	304	2,257
Mary Ellen Fernald	221	292	176	223	269	309	233	270	1,993
Edward J. Sheehan, Jr.	249	396	202	212	276	322	261	327	2,245
Kathleen M. Brothers	249	333	295	328	263	316	265	321	2,370
Write-ins	3	2	0	2	4	4	0	2	17
<b>TOTAL</b>	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

#### PLANNING BOARD

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	62	60	36	44	58	55	51	60	426
Nancy L. Reed	278	387	256	288	337	379	291	333	2,549
Edward P. Sullivan	166	217	162	165	169	201	162	217	1,459
Write-ins	1	1	0	1	2	0	0	2	7
<b>TOTAL</b>	507	665	454	498	566	635	504	612	4,441

**SCHOOL COMMITTEE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	367	444	351	351	400	463	367	416	3,159
Dennis G. Francis	309	451	275	314	362	384	326	414	2,835
James A. Cutelis	335	429	280	325	362	413	308	390	2,842
Write-ins	3	6	2	6	8	10	7	4	46
<b>TOTAL</b>	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

**LIBRARY TRUSTEE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	385	498	365	369	441	494	362	429	3,343
Patricia A. Pino	319	446	299	324	369	410	344	413	2,924
Paige Ferry Impink	307	383	243	297	317	365	301	377	2,590
Write-ins	3	3	1	6	5	1	1	5	25
<b>TOTAL</b>	1,014	1,330	908	996	1,132	1,270	1,008	1,224	8,882

**REGIONAL TECH SCHOOL COMMITTEE**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	75	75	52	51	68	74	66	81	542
John Peter Downing	173	222	161	194	177	225	169	217	1,538
Michael P. Kelley	257	364	241	251	318	336	268	312	2,347
Write-ins	2	4	0	2	3	0	1	2	14
<b>TOTAL</b>	507	665	454	498	566	635	504	612	4,441

**QUESTION (ATHLETIC COMPLEX)**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	7	6	5	9	6	7	7	10	57
Yes	170	210	140	159	228	216	160	185	1,468
No	330	449	309	330	332	412	337	417	2,916
<b>TOTAL</b>	507	665	454	498	566	635	504	612	4,441

Total Registered Voters	20,709
Total Votes	4,441
Percent	21.4%

# Annual Town Meeting

## May 7 & 9, 2012

Tewksbury Memorial High School  
320 Pleasant Street  
2012 Annual Town Meeting  
May 7 & 9, 2012

Moderator Keith Rauseo opened the 2012 Annual Town Meeting at 8:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

To offer the invocation, the Moderator welcomed Tewksbury Selectman Douglas Sears, pastor of Unity Boston Church in Brookline to the podium.

Moderator Rauseo called for a Moment of Silence for residents who gave years of service to our community that have passed away in the past year and who are listed on page 4 of the Annual Town Report, and also in honor of our servicemen and women who continue to put themselves on the line for our freedom.

Veteran's Agent Jim Williams led the assembly in The Pledge of Allegiance.

To honor our nation and our flag, Laura Patriarca of the TMHS Class of 2012, sang our National Anthem.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their purple voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on an article.

David Gay, Chairman of the Board of Selectmen announced that a Styrofoam Collection will be held on Saturday, May 12<sup>th</sup> from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee.

On Monday May 7, 2012, there were 142 voters and 17 visitors in attendance.

Finance Committee Chairman, Thomas Cooke motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 8:10 PM 5/7/12

Town Manager, Richard Montuori, gave an overview of the Town's budget.

Moderator Rauseo announced that he will step aside for discussion on Article 2, because he would be offering an Amendment to Article 2. Town Clerk, Denise Graffeo presided over Article 2 pursuant to MGL Chapter 39, Sec. 14.

The Finance Committee Chairman, Thomas Cooke motioned to Table Articles 7 & 8 until 8:00 PM on Wednesday, May 9, 2012 due to Collective Bargaining, and this motion was Adopted Unanimous (2/3 required) 10:19 PM 5/7/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the Monday session of the 2012 Annual Town Meeting to Wednesday May 9, 2012 and this motion was Adopted. 11:00 PM 5/7/12

Moderator Rauseo re-opened the 2012 Annual Town Meeting on Wednesday, May 9, 2012 at 8:00 PM and recessed until the completion of the May 9, 2012 Special Town Meeting.

Moderator Rauseo re-opened the recessed 2012 Annual Town Meeting on Wednesday, May 9, 2012 at 9:05 PM.

On Wednesday, May 9, 2012 there were 207 voters and 19 visitors in attendance.

Finance Committee, Chairman, Thomas Cooke motioned to take Article 7 off the Table, and this motion was Adopted. 9:06 PM 5/9/12

Finance Committee, Chairman, Thomas Cooke motioned to take Article 8 off the Table, and this motion was Adopted. 9:07 PM 5/9/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the 2012 Annual Town Meeting Sine Die, and this motion was Adopted. 10:20 PM 5/9/12



## SECTION 1

### ARTICLE 1

To choose all necessary Town Officers, by ballot,

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three (3) years; Two (2) members of the Board of Health for three (3) years; One (1) member of the Planning Board for five (5) years; Two (2) members of the School Committee for three (3) years; Two (2) Library Trustees for three (3) years; and One (1) position on the Regional Tech School Committee three (3) years.

Accomplished at the April 14, 2012 Annual Town Election

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## SECTION 2

Article 2	Elected Officials Salaries	
Article 3	Consent Calendar	
Article 4	Budget	
Article 5	Budget Related	Police Patrolman's Associations Collective Bargaining Agreement
Article 6	Budget Related	Police Department Superior Officers Collective Bargaining Agreement
Article 7	Budget Related	Firefighters Collective Bargaining Agreement
Article 8	Budget Related	AFSCME Collective Bargaining Agreement
Article 9	Budget Related	Sewer Enterprise Fund for FY13
Article 10	Budget Related	Water Enterprise Fund for FY13
Article 11	Budget Related	Free Cash Transfer for Town One-time Expenditures
Article 12	Budget Related	Free Cash Transfer for School One-time Expenditures
Article 13	Budget Related	Water Enterprise Fund Transfer to pay off Existing Leases
Article 14	Budget Related	Water Treatment Plant Vehicle and New Fire Hydrants
Article 15	Budget Related	Sewer Enterprise Fund Transfer to pay off Existing Leases
Article 16	Budget Related	Sewer Pump Station Upgrades and Inflow/Infiltration
Article 17	Budget Related	Install and Replace Water Lines
Article 18	Budget Related	Fund Revaluation of the Town's Residential and Commercial Properties
Article 19	Budget Related	Senior Tax Relief Work Program
Article 20	Budget Related	Community Preservation Funds Expenses for FY13
Article 21	Budget Related	Affordable Housing Trust Fund Allocation Plan
Article 22	Personnel By-Laws	Amend Personnel By-Law: Wage Scale
Article 23	Personnel By-Laws	Amend Personnel By-Law: Personal Days
Article 24	Personnel By-Laws	Amend Personnel By-Law: Vacations
Article 25	Personnel By-Laws	Amend Personnel By-Law: Sick Leave Incentive Program
Article 26	Personnel By-Laws	Amend Personnel By-Law: Funeral Leave
Article 27	Personnel By-Laws	Amend Personnel By-Law: Sick Bank
Article 28	Personnel By-Laws	Amend Personnel By-Law: Wage Deferral



## ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2013.

	<u>FY12 Present</u>	<u>FY13 Requested</u>	<u>FY13 Requested As Amended</u>
<u>BOARD OF HEALTH</u>			
Chairman	405	405	405
Members (4)	315	315	315
<u>MODERATOR</u>	450	450	0
<u>PLANNING BOARD</u>			
Chairman	1080	1080	1080
Members (4)	765	765	765
<u>SCHOOL COMMITTEE</u>			
Chairman	2700	2700	2700
Members (4)	2250	2250	2250
<u>SELECTMEN</u>			
Chairman	5400	5400	5400
Members (4)	4500	4500	4500

Motion: The Finance Committee motioned to Adopt Article 2  
Moderator, Keith Rauseo deferred to Town Clerk, Denise Graffeo to moderate Article 2  
Keith Rauseo motioned to Amend Article 2

Vote:	Amendment was Adopted	8:14 PM	5/7/12
	Article 2 was Adopted as Amended	8:16 PM	5/7/12

**AMENDMENT:** Change the "FY 13 Requested" stipend amount for the Moderator from \$450 to \$0

**Executive Summary:** The purpose of the article is to fix the salaries of certain elected Town officials.

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## ARTICLE 3

### Consent Calendar

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

Article 3-29 Accept the Annual Report

Article 3-30 Lease/Purchase Agreement

Article 3-31 Authorize Chapter 90 Funds

Article 3-32 Re-Authorize Revolving Funds

Motion: The Finance Committee motioned for Adoption of Consent Calendar Articles 3-29, 3-30, 3-31, and 3-22

Vote:	Consent Calendar Articles 3-29, 3-30, 3-31, and 3-22 were Adopted	8:17 PM	5/7/12
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### ARTICLE 3-29

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-29

Voted: Article 3-29 was Adopted

8:17 PM

5/7/12

**Executive Summary:** The purpose of the article is to accept the report of various Town officers; which are in the 2011 Town Report located on the Town's Website.

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### ARTICLE 3-30

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-30

Voted: Article 3-30 was Adopted

8:17 PM

5/7/12

**Executive Summary:** This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town departments subject to an annual appropriation.

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### ARTICLE 3-31

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental hereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-31

Voted: Article 3-31 was Adopted

8:17 PM

5/7/12

**Executive Summary:** Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the Town to spend these funds.

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### ARTICLE 3-32

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53E1/2 of the Massachusetts General Laws, the following self-sufficient revolving funds as noted below. The funds shall be credited with all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below; or take any action relative thereto.

#### **TOWN OF TEWKSBURY REVOLVING FUNDS**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PURPOSE</u>	<u>AUTHORIZATION</u>	<u>EXPENDITURE</u>
Council on Aging	Council on Aging	Trips and Activities	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept. of Public Works	Maintain Stormwater	Town Manager	\$50,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-32

Voted: Article 3-31 was Adopted

8:17 PM

5/7/12

**Executive Summary:** This article reauthorizes the Town to continue self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

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Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on May 7, 2012.

**APPROPRIATION CERTIFICATE – ANNUAL TOWN MEETING – MAY 7 & 9, 2012**

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	TRANSFER FROM ARTICLE I HEALTH INSURANCE
4 GENERAL FUND BUDGET	86,000,544.	302,000.								-187,020.
5 POLICE PATROLMAN'S ASSOC										81,016.
5 POLICE SUPERIOR OFFICERS										40,321.
9 SEWER ENT. FUND						6,056,560.				
10 WATER ENT. FUND						5,587,737.				
1 TOWN ONE TIME ITEMS		604,224.								
2 SCHOOL ONE TIME ITEMS		656,835.								
3 WATER ENT. EXISTING LEASES							125,265.			
4 WATER VEHICLE & NEW HYDRANTS						275,000.				
5 SEWER ENT EXISTING LEASES								111,931.		
5 PUMP STATION UPGRADES & INFLOW & INFILTRATION								125,000.		
7 INSTALL/REPLACE WATER LINES									1,000,000	
8 REVALUATION			100,000.							
10 SENIOR TAX RELIEF WORK PROGRAM			25,000.							
10 CPA FY 13				34,987.	659,925.					
10 AMEND PERSONNEL BYLAW WAGE SCALE										65,683.
<b>TOTALS</b>	<b>86,000,544.</b>	<b>1,563,059.</b>	<b>125,000.</b>	<b>34,987.</b>	<b>659,925.</b>	<b>11,919,297.</b>	<b>125,265.</b>	<b>236,931.</b>	<b>1,000,000</b>	<b>0.</b>

<b>Raise &amp; Appropriate</b>	<b>\$86,000,544.00</b>
<b>Transfer From Free Cash</b>	<b>\$1,563,059.00</b>
<b>Transfers</b>	<b>\$125,000.00</b>
<b>CPA Appropriation</b>	<b>\$34,987.00</b>
<b>CPA Reserve</b>	<b>\$659,925.00</b>
<b>Enterprise Funds</b>	<b>\$11,919,297.00</b>
<b>Total Water Enterprise Retained</b>	<b>\$125,265.00</b>
<b>Total Sewer Enterprise Retained</b>	<b>\$236,931.00</b>
<b>Total Borrow</b>	<b>\$1,000,000.00</b>

ATTEST:

DENISE GRAFFEO  
TOWN CLERK



**ARTICLE 4****BUDGET**

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees and officers for the fiscal year which begins July 1, 2012; or take any action relative thereto.

**TOWN OF TEWKSBURY  
FY13 GENERAL FUND BUDGET**

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>	<b>FY2013 AS AMENDED</b>
<b>General Government</b>					
<b>Moderator</b>					
<i>Salaries</i>	338	450	450	450	450
<i>Operating</i>	-	-	75	75	75
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Moderator Budget</b>	<b>338</b>	<b>450</b>	<b>525</b>	<b>525</b>	<b>525</b>
<b>Selectmen</b>					
<i>Salaries</i>	27,129	26,384	26,384	26,384	26,384
Water Enterprise Fund Allocation	(396)	-	-	-	-
Sewer Enterprise Fund Allocation	(396)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	<i>26,337</i>	<i>26,384</i>	<i>26,384</i>	<i>26,384</i>	<i>26,384</i>
<i>Operating</i>	<i>177,394</i>	<i>102,605</i>	<i>112,413</i>	<i>112,413</i>	<i>112,413</i>
Water Enterprise Fund Allocation	(1,726)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,726)	-	-	-	-
<i>Total Operating Net of Allocations</i>	<i>173,942</i>	<i>102,605</i>	<i>112,413</i>	<i>112,413</i>	<i>112,413</i>
<i>Capital Outlay</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Selectmen Budget</b>	<b>204,523</b>	<b>128,989</b>	<b>138,797</b>	<b>138,797</b>	<b>138,797</b>
<b>Total Selectmen Budget Net Allocations</b>	<b>200,279</b>	<b>128,989</b>	<b>138,797</b>	<b>138,797</b>	<b>138,797</b>
<b>Town Manager</b>					
<i>Salaries</i>	352,526	259,629	274,175	274,175	274,175
Water Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)	(7,400)
Sewer Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)	(7,400)
<i>Total Salaries Net of Allocations</i>	<i>320,160</i>	<i>243,729</i>	<i>259,375</i>	<i>259,375</i>	<i>259,375</i>
<i>Operating</i>	<i>3,606</i>	<i>4,498</i>	<i>4,498</i>	<i>4,498</i>	<i>4,498</i>
Water Enterprise Fund Allocation	(291)	-	-	-	-
Sewer Enterprise Fund Allocation	(291)	-	-	-	-
<i>Total Operating Net of Allocations</i>	<i>3,024</i>	<i>4,498</i>	<i>4,498</i>	<i>4,498</i>	<i>4,498</i>
<i>Capital Outlay</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Total Town Manager Budget</b>	<b>356,132</b>	<b>264,127</b>	<b>278,673</b>	<b>278,673</b>	<b>278,673</b>
<b>Total Town Manager Budget Net Allocations</b>	<b>323,184</b>	<b>248,227</b>	<b>263,873</b>	<b>263,873</b>	<b>263,873</b>
<b>Finance Committee</b>					
<i>Salaries</i>	2,503	2,515	2,515	2,515	2,515
<i>Operating</i>	787	679	679	679	679
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Finance Committee Budget</b>	<b>3,291</b>	<b>3,194</b>	<b>3,194</b>	<b>3,194</b>	<b>3,194</b>
<b>Town Counsel</b>					
<i>Operating</i>	142,607	150,000	150,000	150,000	150,000
Water Enterprise Fund Allocation	(9,188)	-	-	-	-
Sewer Enterprise Fund Allocation	(4,823)	-	-	-	-
<b>Total Operating Net of Allocations</b>	<b>128,596</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
<b>Administrative Services</b>					
<i>Salaries</i>	68,232	32,238	44,926	44,926	44,926
Water Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)	(674)
Sewer Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)	(674)
Health Insurance Trust	-	-	-	-	-
<i>Total Salaries Net of Allocations</i>	65,550	31,270	43,578	43,578	43,578
<i>Operating</i>	14,947	12,000	12,950	12,950	12,950
Water Enterprise Fund Allocation	(203)	(180)	(194)	(194)	(194)
Sewer Enterprise Fund Allocation	(203)	(180)	(194)	(194)	(194)
<i>Total Operating Net of Allocations</i>	14,541	11,640	12,562	12,562	12,562
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Administrative Services Budget</b>	<b>83,178</b>	<b>44,238</b>	<b>57,876</b>	<b>57,876</b>	<b>57,876</b>
<b>Total Administrative Services Budget Net Allocations</b>	<b>80,090</b>	<b>42,910</b>	<b>56,140</b>	<b>56,140</b>	<b>56,140</b>
<b>Town Clerk</b>					
<i>Salaries</i>	169,430	184,939	173,242	173,242	173,242
Water Enterprise Fund Allocation	(2,358)	-	-	-	-
Sewer Enterprise Fund Allocation	(2,358)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	164,714	184,939	173,242	173,242	173,242
<i>Operating</i>	15,975	12,165	12,165	12,165	12,165
Water Enterprise Fund Allocation	(213)	-	-	-	-
Sewer Enterprise Fund Allocation	(213)	-	-	-	-
<i>Total Operating Net of Allocations</i>	15,549	12,165	12,165	12,165	12,165
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Clerk Budget</b>	<b>185,405</b>	<b>197,104</b>	<b>185,407</b>	<b>185,407</b>	<b>185,407</b>
<b>Total Town Clerk Budget Net Allocations</b>	<b>180,263</b>	<b>197,104</b>	<b>185,407</b>	<b>185,407</b>	<b>185,407</b>
<b>Election</b>					
<i>Salaries</i>	28,803	21,500	37,600	37,600	37,600
<i>Operating</i>	8,533	8,050	10,750	10,750	10,750
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Election Budget</b>	<b>37,336</b>	<b>29,550</b>	<b>48,350</b>	<b>48,350</b>	<b>48,350</b>
<b>Board of Registrars</b>					
<i>Salaries</i>	2,850	2,850	2,850	2,850	2,850
<i>Operating</i>	1,349	700	700	700	700
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Registrars Budget</b>	<b>4,199</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>
<b>Total General Government</b>	<b>1,017,008</b>	<b>821,202</b>	<b>866,371</b>	<b>866,371</b>	<b>866,371</b>
<b>Total General Government Net Allocations</b>	<b>957,575</b>	<b>803,974</b>	<b>849,835</b>	<b>849,835</b>	<b>849,835</b>
<b>Finance Department</b>					
<b>Accounting</b>					
<i>Salaries</i>	218,268	203,817	198,313	198,313	198,313
Water Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)	(4,958)
Sewer Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)	(4,958)
<i>Total Salaries Net of Allocations</i>	207,514	193,627	188,397	188,397	188,397
<i>Operating</i>	4,449	4,660	5,275	5,275	5,275
Water Enterprise Fund Allocation	(160)	(116)	(132)	(132)	(132)



General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
Sewer Enterprise Fund Allocation	(160)	(116)	(132)	(132)	(132)
<i>Total Operating Net of Allocations</i>	4,129	4,428	5,011	5,011	5,011
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Accounting Budget</b>	<b>222,717</b>	<b>208,477</b>	<b>203,588</b>	<b>203,588</b>	<b>203,588</b>
<b>Total Accounting Budget</b>	<b>211,643</b>	<b>198,055</b>	<b>193,409</b>	<b>193,409</b>	<b>193,409</b>
<b>Computer Services</b>					
<i>Salaries</i>	157,447	159,207	159,207	159,207	159,207
Water Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)	(2,333)
Sewer Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)	(2,333)
<i>Total Salaries Net of Allocations</i>	152,775	154,431	154,542	154,542	154,542
<i>Operating</i>	70,874	210,612	233,932	233,932	233,932
Water Enterprise Fund Allocation	(287)	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
<i>Total Operating Net of Allocations</i>	70,587	210,612	233,932	233,932	233,932
<i>Capital Outlay</i>	168,475	8,000	8,000	8,000	8,000
<b>Total Computer Services Budget</b>	<b>396,796</b>	<b>377,819</b>	<b>401,139</b>	<b>401,139</b>	<b>401,139</b>
<b>Total Computer Services Budget</b>	<b>391,837</b>	<b>373,043</b>	<b>396,474</b>	<b>396,474</b>	<b>396,474</b>
<b>Assessor</b>					
<i>Salaries</i>	224,113	237,768	212,085	212,085	212,085
Water Enterprise Fund Allocation	(11,204)	-	-	-	-
Sewer Enterprise Fund Allocation	(11,204)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	201,705	237,768	212,085	212,085	212,085
<i>Operating</i>	26,545	21,165	21,165	21,165	21,165
Water Enterprise Fund Allocation	(425)	-	-	-	-
Sewer Enterprise Fund Allocation	(425)	-	-	-	-
<i>Total Operating Net of Allocations</i>	25,695	21,165	21,165	21,165	21,165
<i>Total Capital Outlay</i>	-	-	-	-	-
<b>Total Assessor Budget</b>	<b>250,658</b>	<b>258,933</b>	<b>233,250</b>	<b>233,250</b>	<b>233,250</b>
<b>Total Assessor Budget Net Allocations</b>	<b>227,400</b>	<b>258,933</b>	<b>233,250</b>	<b>233,250</b>	<b>233,250</b>
<b>Treasurer/Collector</b>					
<i>Salaries</i>	339,078	327,921	296,786	289,983	289,983
Water Enterprise Fund Allocation	(54,592)	(16,926)	(17,932)	(17,932)	(17,932)
Sewer Enterprise Fund Allocation	(39,593)	(16,926)	(17,932)	(17,932)	(17,932)
<i>Total Salaries Net of Allocations</i>	244,893	294,069	260,922	254,119	254,119
<i>Operating</i>	165,960	131,917	168,576	130,576	130,576
Water Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)	(9,450)
Sewer Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)	(9,450)
<i>Total Operating Net of Allocations</i>	130,816	105,533	149,676	111,676	111,676
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Treasurer/Collector Budget</b>	<b>505,038</b>	<b>459,838</b>	<b>465,362</b>	<b>420,559</b>	<b>420,559</b>
<b>Total Treasurer/Collector Budget Net Allocations</b>	<b>375,709</b>	<b>399,602</b>	<b>410,598</b>	<b>365,795</b>	<b>365,795</b>
<b>Total Finance Department</b>	<b>1,375,210</b>	<b>1,305,067</b>	<b>1,303,339</b>	<b>1,258,536</b>	<b>1,258,536</b>
<b>Total Finance Department Net Allocations</b>	<b>1,206,590</b>	<b>1,229,633</b>	<b>1,233,730</b>	<b>1,188,928</b>	<b>1,188,928</b>
<b>Community Services</b>					
<b>Cable Television</b>					
<i>Salaries</i>	2,794	2,160	2,160	2,160	2,160
<i>Operating</i>	1,386	969	969	969	969
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cable Television Budget</b>	<b>4,180</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>	<b>FY2013 AS AMENDED</b>
<b>Veteran's Services</b>					
<i>Salaries</i>	48,016	49,411	49,411	49,411	49,411
<i>Operating</i>	185,747	122,350	148,350	148,350	148,350
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Veteran's Budget</b>	<b>233,763</b>	<b>171,761</b>	<b>197,761</b>	<b>197,761</b>	<b>197,761</b>
<b>Exceptional Children</b>					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Exceptional Children Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Patriotic Committee</b>					
<i>Operating</i>	1,299	-	3,100	3,100	3,100
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Community Events Budget</b>	<b>1,299</b>	<b>-</b>	<b>3,100</b>	<b>3,100</b>	<b>3,100</b>
<b>Parks and Recreation</b>					
<i>Salaries</i>	170,279	55,278	80,480	80,480	80,480
<i>Operating</i>	97,569	46,300	48,680	48,680	48,680
<i>Capital Outlay</i>	29,081	9,867	-	-	-
<b>Total Parks and Recreation Budget</b>	<b>296,929</b>	<b>111,445</b>	<b>129,160</b>	<b>129,160</b>	<b>129,160</b>
<b>Total Community Services</b>	<b>536,171</b>	<b>286,335</b>	<b>333,150</b>	<b>333,150</b>	<b>333,150</b>
<b>Council on Aging</b>					
<i>Salaries</i>	123,249	122,504	152,764	152,464	152,464
<i>Operating</i>	88,006	72,730	72,730	72,730	72,730
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Council on Aging Budget</b>	<b>211,255</b>	<b>195,234</b>	<b>225,494</b>	<b>225,194</b>	<b>225,194</b>
<b>Facilities</b>					
<b>Town Hall</b>					
<i>Salaries</i>	19,675	30,811	41,266	41,266	41,266
Water Enterprise Fund Allocation	(491)	-	-	-	-
Sewer Enterprise Fund Allocation	(491)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	<b>18,693</b>	<b>30,811</b>	<b>41,266</b>	<b>41,266</b>	<b>41,266</b>
<i>Operating</i>	53,250	33,870	33,870	33,870	33,870
Water Enterprise Fund Allocation	(1,517)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,517)	-	-	-	-
<i>Total Operating Net of Allocations</i>	<b>50,216</b>	<b>33,870</b>	<b>33,870</b>	<b>33,870</b>	<b>33,870</b>
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Hall Budget</b>	<b>72,925</b>	<b>64,681</b>	<b>75,136</b>	<b>75,136</b>	<b>75,136</b>
<b>Total Town Hall Budget Net Allocations</b>	<b>68,909</b>	<b>64,681</b>	<b>75,136</b>	<b>75,136</b>	<b>75,136</b>
<b>Auxiliary Buildings</b>					
<i>Operating</i>	39,001	32,400	32,400	32,400	32,400
Water Enterprise Fund Allocation	(1,067)	-	-	-	-
Sewer Enterprise Fund Allocation	(1,067)	-	-	-	-
<b>Total Operating Net of Allocations</b>	<b>36,867</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>
<b>Cemeteries</b>					



General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
Operating	3,000	3,000	3,000	3,000	3,000
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cemeteries Budget</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Facilities</b>	<b>114,926</b>	<b>100,081</b>	<b>110,536</b>	<b>110,536</b>	<b>110,536</b>
<b>Total Facilities Budget Net Allocations</b>	<b>108,776</b>	<b>100,081</b>	<b>110,536</b>	<b>110,536</b>	<b>110,536</b>
<b>Library</b>					
<i>Salaries</i>	630,765	622,900	676,547	676,547	676,547
<i>Operating</i>	261,760	239,452	246,778	246,778	246,778
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Library Budget</b>	<b>892,525</b>	<b>862,352</b>	<b>923,325</b>	<b>923,325</b>	<b>923,325</b>
<b>Planning and Development</b>					
Water Enterprise Fund Allocation	(2,869)	-	-	-	-
Sewer Enterprise Fund Allocation	(3,113)	-	-	-	-
Wetlands Protection Allocation	(10,000)	(10,000)	-	-	-
Total Salaries Net of Allocations	217,765	211,604	226,163	226,163	226,163
<i>Operating</i>	15,159	19,465	20,785	20,785	20,785
Water Enterprise Fund Allocation	(244)	-	-	-	-
Sewer Enterprise Fund Allocation	(244)	-	-	-	-
Total Operating Net of Allocations	14,671	19,465	20,785	20,785	20,785
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Community Development Budget</b>	<b>248,906</b>	<b>241,069</b>	<b>246,948</b>	<b>246,948</b>	<b>246,948</b>
<b>Total Community Development Budget Net Allocations</b>	<b>232,436</b>	<b>231,069</b>	<b>246,948</b>	<b>246,948</b>	<b>246,948</b>
<b>Building Department</b>					
<i>Salaries</i>	215,451	213,402	231,460	231,460	231,460
Water Enterprise Fund Allocation	(29,150)	(2,025)	(1,525)	(1,525)	(1,525)
Sewer Enterprise Fund Allocation	(39,623)	(5,570)	(3,557)	(3,557)	(3,557)
Total Salaries Net of Allocations	146,678	205,807	226,378	226,378	226,378
<i>Operating</i>	5,157	4,350	5,010	5,010	5,010
Water Enterprise Fund Allocation	(82)	-	-	-	-
Sewer Enterprise Fund Allocation	(82)	-	-	-	-
Total Operating Net of Allocations	4,993	4,350	5,010	5,010	5,010
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Building Department Budget</b>	<b>220,608</b>	<b>217,752</b>	<b>236,470</b>	<b>236,470</b>	<b>236,470</b>
<b>Total Building Department Budget Net Allocations</b>	<b>151,671</b>	<b>210,157</b>	<b>231,388</b>	<b>231,388</b>	<b>231,388</b>
<b>Board of Health</b>					
<i>Salaries</i>	223,539	207,136	208,101	208,101	208,101
Water Enterprise Fund Allocation	(6,686)	-	-	-	-
Sewer Enterprise Fund Allocation	(6,686)	-	-	-	-
Total Salaries Net of Allocations	210,167	207,136	208,101	208,101	208,101
<i>Operating</i>	16,309	9,125	6,925	6,225	6,225
Water Enterprise Fund Allocation	(294)	-	-	-	-
Sewer Enterprise Fund Allocation	(294)	-	-	-	-
Total Operating Net of Allocations	15,721	9,125	6,925	6,225	6,225
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Health Budget</b>	<b>239,848</b>	<b>216,261</b>	<b>215,026</b>	<b>214,326</b>	<b>214,326</b>
<b>Total Board of Health Budget Net Allocations</b>	<b>225,888</b>	<b>216,261</b>	<b>215,026</b>	<b>214,326</b>	<b>214,326</b>
<b>Total Planning and Development</b>	<b>709,362</b>	<b>675,082</b>	<b>698,443</b>	<b>697,743</b>	<b>697,743</b>
<b>Total Planning and Development Net</b>	<b>609,995</b>	<b>657,487</b>	<b>693,361</b>	<b>692,661</b>	<b>692,661</b>

General Fund Budget Classification	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC	FY2013 AS AMENDED
<b>Allocations</b>					
<b>Public Safety</b>					
<b>Police</b>					
Salaries	4,744,036	4,903,723	5,011,047	5,011,047	5,011,047
Operating	554,683	491,490	481,490	481,490	481,490
Capital Outlay	80,907	96,900	151,063	114,117	114,117
<b>Total Police Budget</b>	<b>5,379,627</b>	<b>5,492,113</b>	<b>5,643,599</b>	<b>5,606,653</b>	<b>5,606,653</b>
<b>Fire</b>					
Salaries	3,890,896	3,837,271	3,923,313	3,889,012	4,191,012
Water Enterprise Fund Allocation	-	-	-	-	-
Total Salaries Net of Allocations	3,890,896	3,837,271	3,923,313	3,889,012	4,191,012
Operating	310,528	235,044	282,487	281,221	281,221
Capital Outlay	206,945	213,381	186,374	-	-
<b>Total Fire Budget</b>	<b>4,408,368</b>	<b>4,285,697</b>	<b>4,392,175</b>	<b>4,170,233</b>	<b>4,472,233</b>
<b>Total Fire Budget Net Allocations</b>	<b>4,408,368</b>	<b>4,285,697</b>	<b>4,392,175</b>	<b>4,170,233</b>	<b>4,472,233</b>
<b>Emergency Management</b>					
Salaries	4,772	4,837	4,837	4,837	4,837
Operating	25,881	24,885	29,435	26,435	26,435
Capital Outlay	41,317	13,750	8,100	-	-
<b>Total Emergency Mgt. Budget</b>	<b>71,970</b>	<b>43,472</b>	<b>42,372</b>	<b>31,272</b>	<b>31,272</b>
<b>Parking Clerk</b>					
Salaries	4,000	4,000	4,000	4,000	4,000
Operating	727	1,200	1,200	1,200	1,200
Capital Outlay	-	-	-	-	-
<b>Total Parking Clerk Budget</b>	<b>4,727</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
<b>Total Public Safety Budget</b>	<b>9,864,693</b>	<b>9,826,481</b>	<b>10,083,346</b>	<b>9,813,359</b>	<b>10,115,359</b>
<b>Total Public Safety Budget Net Allocations</b>	<b>9,864,693</b>	<b>9,826,481</b>	<b>10,083,346</b>	<b>9,813,359</b>	<b>10,115,359</b>
<b>School Departments</b>					
<b>Tewksbury</b>					
Salaries	23,845,251	24,578,563	25,038,621	25,338,760	25,338,760
Operating	11,639,953	11,905,082	11,905,082	12,243,226	12,243,226
Capital Outlay	40,000	20,000	20,000	20,000	20,000
<b>Total School Operating Budget</b>	<b>35,525,204</b>	<b>36,503,645</b>	<b>36,963,703</b>	<b>37,601,986</b>	<b>37,601,986</b>
Offsets	(1,370,450)	(1,615,300)	(1,615,300)	(1,857,000)	(1,857,000)
<b>Net School Operating Budget</b>	<b>34,154,754</b>	<b>34,888,345</b>	<b>35,348,403</b>	<b>35,744,986</b>	<b>35,744,986</b>
<b>Fixed Costs</b>					
Health	7,198,873	7,552,860	7,740,957	7,740,957	7,740,957
Retirement	906,356	866,844	903,772	903,772	903,772
Medicare	300,709	345,000	365,000	365,000	365,000
Unemployment	40,000	57,000	40,000	40,000	40,000
Insurance	162,300	112,951	112,951	112,951	112,951
Principal	35,000	10,000	10,000	10,000	10,000
Long Term Interest	2,838	1,575	1,325	1,325	1,325
Short Term Interest	17,000	-	-	-	-
<b>Total Fixed Costs</b>	<b>8,663,076</b>	<b>8,946,230</b>	<b>9,174,005</b>	<b>9,174,005</b>	<b>9,174,005</b>
<b>Town Tewksbury School Budget</b>	<b>42,817,830</b>	<b>43,834,575</b>	<b>44,522,408</b>	<b>44,918,991</b>	<b>44,918,991</b>
<b>Exempt School Debt Principal</b>	<b>502,000</b>	<b>2,101,000</b>	<b>1,975,000</b>	<b>1,975,000</b>	<b>1,975,000</b>



General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
Exempt School Exempt Interest	275,832	632,695	1,199,064	1,199,064	1,199,064
Regional Vocational School	5,077,953	5,470,783	5,625,001	5,625,001	5,625,001
<b>Total School Departments</b>	<b>48,673,614</b>	<b>52,039,053</b>	<b>53,321,473</b>	<b>53,718,056</b>	<b>53,718,056</b>
<b>Department of Public Works</b>					
<b>DEW Administration</b>					
<i>Salaries</i>	197,494	160,994	273,104	266,923	266,923
Water Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)	(65,756)
Sewer Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)	(65,756)
<i>Total Salaries Net of Allocations</i>	86,574	80,498	141,593	135,412	135,412
<i>Operating</i>	155,148	120,130	120,130	120,130	120,130
Water Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)	(30,033)
Sewer Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)	(30,033)
<i>Total Operating Net of Allocations</i>	71,760	59,832	60,065	60,065	60,065
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Administration Budget</b>	<b>352,642</b>	<b>281,124</b>	<b>393,234</b>	<b>387,053</b>	<b>387,053</b>
<b>Total DPW Administration Budget Net Allocations</b>	<b>158,334</b>	<b>140,330</b>	<b>201,658</b>	<b>195,477</b>	<b>195,477</b>
<b>DPW Engineering</b>					
<i>Salaries</i>	183,908	180,232	186,201	186,201	186,201
Water Enterprise Fund Allocation	(70,494)	(74,798)	(77,315)	(77,315)	(77,315)
Sewer Enterprise Fund Allocation	(70,494)	(42,298)	(46,307)	(46,307)	(46,307)
<i>Total Salaries Net of Allocations</i>	42,920	63,136	62,579	62,579	62,579
<i>Operating</i>	11,430	7,145	7,145	7,145	7,145
Water Enterprise Fund Allocation	(3,099)	(2,500)	(3,001)	(3,001)	(3,001)
Sewer Enterprise Fund Allocation	(3,099)	(2,500)	(2,429)	(2,429)	(2,429)
<i>Total Operating Net of Allocations</i>	5,232	2,145	1,715	1,715	1,715
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Engineering Budget</b>	<b>195,339</b>	<b>187,377</b>	<b>193,346</b>	<b>193,346</b>	<b>193,346</b>
<b>Total DPW Engineering Budget Net Allocations</b>	<b>48,153</b>	<b>65,281</b>	<b>64,294</b>	<b>64,294</b>	<b>64,294</b>
<b>DPW Highway</b>					
<i>Salaries</i>	424,640	531,541	498,684	498,684	498,684
<i>Operating</i>	162,764	106,300	167,340	167,340	167,340
<i>Capital Outlay</i>	82,159	79,419	-	-	-
<b>Total DPW Highway Budget</b>	<b>669,563</b>	<b>717,260</b>	<b>666,024</b>	<b>666,024</b>	<b>666,024</b>
<b>DPW Forestry</b>					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	49,433	42,450	61,450	61,450	61,450
<i>Capital Outlay</i>	27,701	27,306	-	-	-
<b>Total DPW Forestry Budget</b>	<b>77,134</b>	<b>69,756</b>	<b>61,450</b>	<b>61,450</b>	<b>61,450</b>
<b>DPW Fleet Maintenance</b>					
<i>Salaries</i>	186,223	189,041	176,099	176,099	176,099
Water Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)	(29,409)
Sewer Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)	(29,409)
<i>Total Salaries Net of Allocations</i>	122,605	125,901	117,282	117,282	117,282
<i>Operating</i>	188,360	175,000	175,000	175,000	175,000
Water Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)	(35,000)

General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
Sewer Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)	(35,000)
<i>Total Operating Net of Allocations</i>	113,160	105,000	105,000	105,000	105,000
<i>Capital Outlay</i>	32,972	32,510	16,792	-	-
Water Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-	-
Sewer Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-	-
<i>Total Capital Outlay Net of Allocations</i>	25,094	19,506	7,571	-	-
<b>Total DPW Fleet Maint, Budget</b>	<b>407,555</b>	<b>396,551</b>	<b>367,891</b>	<b>351,099</b>	<b>351,099</b>
<b>Total DPW Fleet Maint, Budget Net Allocations</b>	<b>260,859</b>	<b>250,407</b>	<b>229,853</b>	<b>222,282</b>	<b>222,282</b>
<b>DPW Electrician</b>					
<i>Salaries</i>	-	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
<i>Total Salaries Net of Allocations</i>	-	-	-	-	-
<i>Operating</i>	15,998	5,000	5,000	5,000	5,000
Water Allocation	(1,125)	-	-	-	-
Sewer Allocation	(1,125)	-	-	-	-
<i>Total Operating Net of Allocations</i>	13,748	5,000	5,000	5,000	5,000
<i>Capital Outlay</i>	-	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
<i>Total Capital Outlay Net of Allocations</i>	-	-	-	-	-
<b>Total DPW Electrician Budget</b>	<b>15,998</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total DPW Electrician Budget Net Allocations</b>	<b>13,748</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>DPW Snow and Ice</b>					
<i>Salaries</i>	178,006	75,500	95,000	95,000	95,000
<i>Operating</i>	714,110	126,000	146,000	146,000	146,000
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Snow and Ice Budget</b>	<b>892,115</b>	<b>201,500</b>	<b>241,000</b>	<b>241,000</b>	<b>241,000</b>
<b>Street Lighting</b>					
<i>Operating</i>	164,999	160,000	160,000	160,000	160,000
<b>Total Street Lighting Budget</b>	<b>164,999</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Solid Waste Disposal</b>					
<i>Operating</i>	2,127,930	2,215,739	2,406,517	2,406,517	2,406,517
<b>Total Solid Waste Budget</b>	<b>2,127,930</b>	<b>2,215,739</b>	<b>2,406,517</b>	<b>2,406,517</b>	<b>2,406,517</b>
<b>Total DPW Budget</b>	<b>4,903,275</b>	<b>4,234,307</b>	<b>4,494,463</b>	<b>4,471,490</b>	<b>4,471,490</b>
<b>Total DPW Budget Net Allocations</b>	<b>4,412,835</b>	<b>3,825,273</b>	<b>4,035,795</b>	<b>4,022,044</b>	<b>4,022,044</b>
<b>Unclassified</b>					
Reserve Fund	-	73,444	70,344	70,344	70,344
Non-Exempt Principal Maturing Debt	176,080	122,330	114,330	114,330	114,330
Non Exempt Interest-Maturing Debt	34,254	26,888	24,028	24,028	24,028
Interest-Temporary Loans	1,265	1,000	1,000	1,000	1,000
Exempt Principal Maturing Debt	713,750	2,208,590	2,225,219	2,225,219	2,225,219
Exempt Interest-Maturing Debt	232,006	2,131,705	2,055,430	2,055,430	2,055,430
<i>Middlesex Retirement Assmt.</i>	4,817,619	4,487,591	4,664,837	4,664,837	4,664,837
Water Enterprise Fund Allocation	(501,299)	(258,523)	(275,770)	(275,770)	(275,770)
Sewer Enterprise Fund Allocation	(203,693)	(76,857)	(87,023)	(87,023)	(87,023)
<i>Total Retirement</i>	4,112,627	4,152,211	4,302,044	4,302,044	4,302,044



General Fund Budget Classification	FY2011	FY2012	FY2013	FY2013	FY2013
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AS AMENDED
Unemployment Compensation	39,729	10,000	10,000	10,000	10,000
Group Insurance	4,209,535	4,501,141	4,742,069	4,742,069	4,742,069
Water Allocation	(311,444)	(206,378)	(227,067)	(227,067)	(227,067)
Sewer Allocation	(143,526)	(72,198)	(70,364)	(70,364)	(70,364)
<i>Total Group Insurance</i>	3,754,565	4,222,565	4,444,638	4,444,638	4,444,638
Medicare Tax	180,071	195,000	195,000	195,000	195,000
Water Enterprise Fund Allocation	(14,584)	(13,117)	(9,291)	(9,291)	(9,291)
Sewer Enterprise Fund Allocation	(6,621)	(2,457)	(3,465)	(3,465)	(3,465)
<i>Total Medicare Tax</i>	158,866	179,426	182,243	182,243	182,243
Fire and Liability Insurance	307,933	341,900	331,900	331,900	331,900
<b>Total Unclassified Budget</b>	<b>10,793,037</b>	<b>14,180,383</b>	<b>14,514,952</b>	<b>14,514,952</b>	<b>14,514,952</b>
<b>Total Unclassified Budget Net Allocations</b>	<b>9,611,870</b>	<b>13,550,853</b>	<b>13,841,972</b>	<b>13,841,972</b>	<b>13,841,972</b>
<b>Total Budget Before Transfers</b>	<b>79,091,075</b>	<b>84,525,578</b>	<b>86,874,892</b>	<b>86,932,712</b>	<b>87,234,712</b>
<b>Total Budget Before Transfers Net Allocations</b>	<b>77,085,898</b>	<b>83,376,757</b>	<b>85,652,017</b>	<b>85,719,059</b>	<b>86,021,059</b>
<b>Transfers</b>					
To the Sewer Enterprise Fund	299,976	296,089	296,089	281,485	281,485
To the Water Enterprise Fund		-	-	-	-
Special Revenue		-	-	-	-
Town Trust Funds	25,000		-	-	-
<b>Total Transfers</b>	<b>324,976</b>	<b>296,089</b>	<b>296,089</b>	<b>281,485</b>	<b>281,485</b>
<b>ATM General Fund Budget</b>	<b>77,410,874</b>	<b>83,672,846</b>	<b>85,948,106</b>	<b>86,000,544</b>	<b>86,302,544</b>

The Moderator noted a Scrivener's error on page 12 of the Warrant. "Patriotic Committee" should be "Community Events", and there were no objections.

The Moderator informed the Assembly at the call of the Budget that he will call out the heading of each Budget Classification, and if any voter wishes to speak on any budget listed under the Budget Classification he/she should call out "Debate".

General Government, Public Safety, School Department, DPW, and Unclassified were marked for Debate.

Motion: The Finance Committee motioned to Adopt Article 4  
Warren Carey motioned to Amend Article 4  
Warren Carey motioned to Move the Question for Amendment

Vote: The motion to Move the Question on the Amendment was Adopted 9:01 PM 5/7/12  
The Amendment was Defeated after a standing count 9:05 PM 5/7/12

Point of Order: Warren Carey rose to a Point of Order that a Defect had occurred during the vote on his Motion to Amend Article 4. He further explained that he was approached by an individual informing him that the Town Meeting Checkers who were in the cafeteria at the time wished to vote on the Amendment, and were not given the opportunity to do so.

Moderator, Keith Rauseo recessed for 2 minutes and reconvened at 9:32 PM to present his ruling.

Ruling: Moderator, Keith Rauseo ruled on Warren Carey's Point of Order that a Procedural Error had occurred and accepted the Motion to Reconsider.

Motion: Warren Carey motioned to Reconsider Article 4  
Peter Miller seconded the Motion to Reconsider the Article  
Joe Gill motioned to Move the Question to Reconsider Article 4  
Warren Carey motioned to Move the Question to Amend Article 4

Vote: The Motion to Move the Question on the Motion to Reconsider the Amendment of Article 4 was Adopted after a standing count 9:47 PM 5/7/12  
The motion to Move the Question to Amend Article 4 was Adopted 10:03 PM 5/7/12  
The Amendment to Article 4 was Adopted after a standing count 10:07 PM 5/7/12  
Article 4 was Adopted as Amended 10:11 PM 5/7/12

**AMENDMENT:** Increase the Fire Department Overtime Budget by \$302,000, and therefore the Salary Budget and Total Budget of the Fire Department by the same amount. To fund the additional amount, the \$302,000 to be transferred from Certified General Fund Free Cash.

Point of Information and a Point of Order:

Finance Committee Chairman, Thomas Cooke rose to a Point of Order on Wednesday evening, May 9, 2012 and addressed the Town Moderator and the Assembly:

Mr. Moderator, Where this evening's annual meeting is a continuation of our Annual Town Meeting from Monday evening May 7, 2012 and, it being a continuous event on procedure of conducting this Annual Town Meeting, I must rise with unanimous support of the Finance Committee and as an appointed official and raise the two points of order to you as Moderator of this Town Meeting.

First let me say, that I took an "Oath of Office" when appointed to the Finance Committee, as we all do when elected or appointed. Well, I must bring to your attention, what I feel is a grave flagrant error in the process by violating a By-Law of the Town and, being part of conducting a procedural error in this annual town meeting. The town meeting resident registered voters' and, you Mr. Moderator; we have violated a By-Law of the Town, with the raising and appropriating of funds for an annual budget starting on July 1, 2012. As a matter of interest to this Finance Committee, it is in our view; we have violated a very important By-Law of the Town, promulgated and amended in 2001. That By Law is under section 2.04.150 Article 1 TOWN MEETING Procedure for voting on appropriations and transfers greater than \$100,000.00 over a "Finance Committee Recommendation" posted and published prior to this Annual Town Meeting.

Mr. Moderator, I request you consider the By Law 2.04.110 for Reconsideration, as it was annunciated on Monday, May 7, 2012 as a "point of information" as it was raised in question by the gentleman's point of information and, subsequent motion relative to a motion to "reconsider" a budget category under Public Safety, Fire Department (Article 4, FY2013 Budget) and, subsequent motion made by the same gentleman to reconsider the stated budget category (Fire Department FY2013 budget). I feel, as I have taken and, sworn to an oath of Office, to uphold the by-laws of this town, we in this Annual Town Meeting have committed a violation of the By-Law in and for the appropriation of funds via the said transfer allowed into the category of the FY2013 appropriations Budget, greater than \$100,000.00 over the Finance Committee's published recommendation to the Town Meeting. I respectfully request that you rule, the amendment offered by the gentleman to the budget on Monday evening May 7, 2012 out of order, pursuant to the Town's By Law, Section 2.04.150, and the announced Moderator's call for a vote on Article 4, Budget Category under Public Safety, Fire Department as amended and, as it is over \$100,000.00 then was originally recommended by the Finance Committee and Town Manager.

Mr. Moderator therefore, the Finance Committee's motion is the following and, I respectfully submit my written remarks to the Town Clerk and the written motion, for the Record of this Annual Town Meeting, May 9, 2012 and, for subsequent certification of the proceedings of this evening's town meeting.

Motion: The Finance Committee motioned to rescind the town meeting action taken on Monday evening May 7, 2012 on the General Fund Budget, Article 4, Budget Category Public Safety, Fire Department, wherein, a written motion was made, received by Moderator and an action taken to call out a vote by a standing count resulting in adoption of the amendment, "to amend the Fire Dept. Budget Finance Committee's and Town Manager's recommendation in the published warrant, by adding \$302,000.00" and to have the Moderator rule that said amendment offered to the published Article and the actual affirmative vote counted and adoption declared by the Moderator, is not in compliance with the Town By Law 2.04.150 as the amendment to transfer \$302,000.00 to the category budget of Fire Department being over \$100,000.00 of the recommendation of the Finance Committee.

Ruling: Moderator, Keith Rauseo ruled on the Finance Committee's Point of Order that there was no Procedural Error. The Motion was ruled Out of Order

9:16 PM 5/9/12

See Appendix for Town Moderator's statement concerning his ruling on the motion to reconsider/rescind offered by Finance Committee Chairman Thomas Cooke on May 9, 2012, regarding an amendment to Article 4, 2012 Annual Town Meeting



## ARTICLE 5

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 5  
The Town Manager motioned to Amend Article 5  
The Finance Committee motioned to Adopt Article 5 as Amended

Vote:	The Amendment was Adopted	10:11 PM	5/7/12
	Article 5 was Adopted as Amended	10:12 PM	5/7/12

**AMENDMENT:** Change "raise and appropriate or transfer from available funds the sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$81,016 to Police Salaries"

**ARTICLE 5 AS AMENDED:** To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$81,016 to Police Salaries needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2012; or take any other action relative thereto.

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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## ARTICLE 6

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 6  
The Town Manager motioned to Amend Article 6  
The Finance Committee motioned to Adopt Article 6 as Amended

Vote:	The Amendment was Adopted	10:13 PM	5/7/12
	Article 6 was Adopted as Amended	10:17 PM	5/7/12

**AMENDMENT:** Change "raise and appropriate or transfer from available funds the sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$40,321 to Police Salaries"

**ARTICLE 6 AS AMENDED:** To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$40,321 to Police Salaries needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2012; or take any other action relative thereto.

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Police Department Superior Officers and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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## ARTICLE 7

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Table Article 7 until 8:00 PM on Wednesday, May 9<sup>th</sup> due to Collective Bargaining.

Finance Committee Chairman, Thomas Cooke Motioned to take Article 7 off the Table  
Town Manager, Richard Montuori motioned to Withdraw Article 7

Vote:	The motion to Table Article 7 until May 9, 2012 at 8:00 PM was Adopted/ Unanimous (2/3 required)	10:19 PM	5/7/12
	The motion to take Article 7 off the Table was Adopted	9:06 PM	5/9/12
	Article 7 was Withdrawn	9:07 PM	5/9/12

**Executive Summary:** The intent of this article is to appropriate funds for a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

### ARTICLE 8

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

**Motion:** The Finance Committee motioned to Table Article 8 until 8:00 PM on Wednesday, May 9<sup>th</sup> due to Collective Bargaining

Finance Committee Chairman, Thomas Cooke Motioned to take Article 8 off the Table

Town Manager, Richard Montuori motioned to Withdraw Article 7

**Vote:** The motion to Table Article 8 until May 9, 2012 at 8:00 PM was Adopted/ Unanimous (2/3 required)

10:19 PM 5/7/12

The motion to take Article 8 off the Table was Adopted 9:07 PM 5/9/12

Article 8 was Withdrawn 9:08 PM 5/9/12

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

### ARTICLE 9

To see if the Town will vote to raise and appropriate \$6,056,620 to operate the sewer enterprise fund; or take any other action relative thereto.

TOWN OF TEWKSBURY	
SEWER ENTERPRISE FUND	
FISCAL YEAR 2013 PROPOSED BUDGET	
<b><u>Direct Expenses</u></b>	
Salaries	\$257,812
Expenses	\$257,200
Capital Outlay	\$-
Lowell Sewer	\$1,380,000
Reserve Fund	\$60,000
Debt	\$3,685,132
Subtotal	\$5,640,144
<b><u>Indirect Expenses</u></b>	
Town Manager	\$7,400
Accounting	\$5,090
Computer Services	\$2,333
Treasurer/Collector	\$27,382
Administrative Services	\$868
Building Dept.	\$3,557
Dept. of Public Works	\$208,934
Group Insurance	\$70,364
Retirement	\$87,023
Medicare	\$3,465
Subtotal	\$416,416
<b>Total</b>	<b>\$6,056,560</b>
<b><u>Projected Sewer Revenue</u></b>	
User Fees	\$4,222,849
New Connections	\$18,015
Sewer Liens	\$150,000
Sewer Connection Liens	\$200,000
Connection Fees	\$1,288,554
Application Fees	\$15,000
Interest/Demands	\$10,000
Investment Income	\$30,000
Prior Year Surplus	\$-
Transfer From General Fund	\$281,485
<b>Total</b>	<b>\$6,215,902</b>
<b>Deficit/Surplus</b>	<b>\$159,342</b>



Town Manager

Moderator, Keith Rauseo noted the following four Scrivener's errors- Retirement should be \$87,023; Subtotal should be \$416,416;

Total should be \$6,056,560; at bottom, Deficit should be \$159,342. There were no objections.

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$6,056,560

Vote: Article 9 was Adopted

10:25 PM

5/7/12

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for FY13.

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#### **ARTICLE 10**

To see if the Town will vote to raise and appropriate \$5,587,737 to operate the water enterprise fund; or take any action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>WATER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2013 PROPOSED BUDGET</b>	
<b><u>Direct Expenses</u></b>	
Salaries	\$1,295,650
Expenses	\$1,291,249
Capital Outlay	\$ -
Reserve Fund	\$25,000
Debt	\$2,178,598
Subtotal	\$ 4,790,497
<b><u>Indirect Expenses</u></b>	
Town Manager	\$7,400
Accounting	\$5,090
Computer Services	\$2,333
Treasurer/Collector	\$27,382
Administrative Services	\$868
Building Dept	\$1,525
Dept of Public Works	\$240,514
Group Insurance	\$227,067
Retirement	\$275,770
Medicare	\$9,291
Subtotal	\$797,240
<b>Total</b>	<b>\$5,587,737</b>
<b><u>Projected Water Revenue</u></b>	
User Fees	\$5,797,202
Water Liens	\$200,000
Connection Fees	\$15,000
Meter Replacement Fee	\$ -
Investment Income	\$20,000
Other Income	\$2,000
Prior Year Surplus	\$ -
<b>Total</b>	<b>\$6,034,202</b>
<b>Deficit/Surplus</b>	<b>\$446,465</b>

Town Manager

Moderator, Keith Rauseo noted a Scrivener's error; the total should be \$5,587,737

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$5,587,737

Vote: Article 10 was Adopted

10:28 PM

5/7/12

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for FY13.

## ARTICLE 11

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$906,224 for the following for purposes; or take any action relative thereto.

Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility.	46,000
Facility Upgrades	65,000
DPW Elgin Sweeper	170,000
Purchase Police SUV for Police Department	38,661
Purchase New Fire Vehicle	28,290
Pay for Sick Leave Buy Backs	47,470
Pay-off outstanding Town Leases	510,803
<b>Total</b>	<b>\$906,224</b>

Town Manager

Moderator, Keith Rauseo called for a one minute recess at 10:29 PM. Town Meeting was back in session at 10:30 PM.

Motion: The Finance Committee motioned to Adopt Article 11; raise and appropriate \$906,224 from certified free cash.  
The Town Manager motioned to Amend Article 11  
Joe Gill motioned to Adopt Article 11 as Amended

Vote:	The Amendment was Adopted	10:39 PM	5/7/12
	Article 11 was Adopted as Amended	10:42 PM	5/7/12

**AMENDMENT:** Eliminate the line item for the DPW Elgin Sweeper, Change the line item "Pay-off Outstanding Town Leases" to "Pay Current Lease Payments" and the total of that line item to 378,803, therefore decreasing the Total transfer amount to \$604,224.

**ARTICLE 11 AS AMENDED:** To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$604,224 for the following for purposes; or take any action relative thereto.

Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility.	46,000
DPW Facility Upgrades	65,000
Purchase Police SUV for Police Department	38,661
Purchase New Fire Vehicle	28,290
Pay for Sick Leave Buy Backs	47,470
Pay Current Lease Payments	378,803
<b>Total</b>	<b>\$604,224</b>

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. A summary of each item is as follows: SWPPPs: This project is required under the up-coming storm-water NPDES permit to be issued by the EPA/DEP (2012). The Town must develop Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility. The funding requested would allow a consultant to develop a plan for each of the (7) facilities and the Town Hall complex. The facilities include: Police, Fire (North and South), the Town Hall Complex (Annex, Town Hall and Central Fire), DPW, Senior Center, Library and Water Treatment Plant. The cost per facility is \$5,000.00, with an incremental increase for the DPW and Town Hall Complex given the size of these two facilities. DPW Facility Upgrades: This project addresses building envelope concerns outlined in an annual inspection report conducted by the Town's insurance provider (MIIA) for the Department of Public Works facility, located at 999 Whipple Road. Elgin Sweeper: Funds will replace the current 2001 Elgin Pelican Street Sweeper. This piece of equipment will be 12 years old before a replacement can be delivered. Police SUV: Funds will replace a 2004 Ford Explorer with 99,573 miles. The vehicle is unmarked/and used by the Deputy Chief. Fire Vehicle: Funds will be used to Replace Chief's vehicle (Car 1). The Department would purchase an all-wheel drive Ford Taurus through the State or Plymouth County Cooperate or Metropolitan Area Planning Council bid process. Lease Pay-off: Funds will be used to pay existing town leases that have been paid from within various Departments Annual Operating Budgets. By using a portion of the funds to pay these leases off the Town will save \$34,868 in interest costs. Sick Leave Buy-back: Funds will be used to pay for sick leave buy back as required in the Town's Collective Bargaining Agreements or Personnel By-Law.

## ARTICLE 12

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$656,835 for the following purposes; or take any action relative thereto.

School Buildings and Maintenance	\$180,994
School Technology	\$221,880
School Instructional	\$253,961
<b>Total</b>	<b>\$656,835</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$656,835 from certified free cash

Vote: Article 12 was Adopted 10:44 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. These expenditures have been identified and prioritized by both School Administration and the School Committee and are needed in order to maintain School facilities/infrastructure while providing students with a quality educational experience.

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## ARTICLE 13

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$125,265 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$125,265 to pay existing leases

Vote: Article 13 was Adopted 10:45 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Water Enterprise Fund. Retained Earnings were \$714,427 and by using a portion of the funds to pay these leases off, the Town will save \$6,472 in interest costs.

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## ARTICLE 14

To see if the Town will vote to raise and appropriate the sum of \$275,000 from the Water Enterprise fund to undertake the following:

New Vehicle for Water Treatment Plant:	\$25,000
Purchase and Installation of New Fire Hydrants:	\$100,000
Replace chain and drive in Sludge Collection System	\$150,000

Or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$275,000

Vote: Article 14 was Adopted 10:47 PM 5/7/12

**Executive Summary:** This article raises funds within the Water Enterprise Fund to be used to replace a 2001 Ford Taurus with a F150 pickup, for the continuation of an ongoing program of Hydrant Replacement at various locations based upon survey of the current inventory and will be used to replace chain and drive in Sludge collection system at the Water Treatment Plant.

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### ARTICLE 15

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$111,931 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$111,931 to pay existing leases

Vote: Article 15 was Adopted 10:48 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Sewer Enterprise Fund to pay off existing leases. Retained Earnings were \$867,435 and by using a portion of the funds to pay these leases off the Town will save \$6,472 in interest costs.

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### ARTICLE 16

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$125,000 for the following purposes;

Sewer Pump Station Upgrades	\$75,000
Inflow and Infiltration	\$50,000

Or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$125,000 from certified sewer enterprise fund retained earnings

Vote: Article 16 was Adopted 10:51 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. Funds will be used to purchase and install one (1) grinder pump for the Florence Ave Pump Station; to purchase Flush Valves at ten (10) various pump stations and to conduct camera investigations, manhole inspections and assessments of the sewer system to determine areas on inflow and infiltration and to make improvements at Burham Rd (SIC) and East St Sub-basins.

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### ARTICLE 17

To see if the Town will vote to appropriate the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, and including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or take any other action relative thereto.

**Motion:** That the Town hereby appropriates the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Town Manager

Motion: The Finance Committee motioned to Adopt, appropriate \$1,000,000

Vote: Article 17 was Adopted 56 Yes/ 1 No (2/3 required=38) 10:54 PM 5/7/12

**Executive Summary:** This article authorizes the Town to borrow funds for the cost to remove approximately 8,200 feet of 6-inch and 8-inch asbestos cement water main and replace with 12 inch ductile iron water main on East Street (from Maple Street to Andover Town line) and on Shawsheen Street (from East Street to approximately 400 feet on Shawsheen Street). The cost of this work is projected to be \$825,000; and Replace 2-inch mains and AC pipe at various locations based on the town's water model and the balance of funds from the East Street water main project. The upgrades will improve areas of trouble pipe and improve fire protection; work is projected to cost \$175,000.

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## ARTICLE 18

To see if the Town will vote to transfer the sum of \$100,000 from overlay surplus to fund the Fiscal Year 2013 revaluation of the Town's residential and commercial properties; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$100,000 from overlay surplus

Vote: Article 18 was Adopted 10:55 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund revaluation of the Town's residential and commercial properties as required by the Massachusetts Department of Revenue.

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## ARTICLE 19

To see if the Town will vote to transfer the sum of \$25,000 from overlay surplus to fund a Senior Tax Relief Work Program; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$25,000 from overlay surplus

Vote: Article 19 was Adopted 10:56 PM 5/7/12

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund a Senior Tax Relief Program that allows eligible Senior Citizens of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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## ARTICLE 20

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2013, with each item to be considered a separate appropriation:

Appropriations:

Administrative Costs \$ 34,987

Reserves:

Open Space \$ 69,975

Community Housing \$ 69,975

Historic Preservation \$ 69,975

FY2013 Budgeted Reserve \$ 450,000

Or take any other action related thereto.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt Article 20

Vote: Article 20 was Adopted 10:57 PM 5/7/12

**Executive Summary:** Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing. The total CPA Estimated FY13 revenue is \$699,750.

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## ARTICLE 21

To see if the Town will vote to approve the FY 2013 Affordable Housing Trust Fund Allocation Plan as follows:

There were no expenditures out of the Affordable Housing Trust Fund for FY2012.

<b>ALLOCATION PLAN</b>	for FY 2013
Starting Balance:	\$2,245,784
<b>Total Available Funds FY13</b>	\$2,245,784
<b>Expenses</b>	
LHP Consulting Services	\$40,000
Audit of 3 Local Initiative Projects (\$7,500 per project)	\$22,500
Creation of New Units/ Buydown of existing units	<u>\$2,183,284</u>
<b>Total Projected Expenses for FY13</b>	\$2,245,784

Town Manager  
Community Development Director

Motion: The Finance Committee motioned to Adopt Article 21

Vote: Article 21 was Adopted 10:57 PM 5/7/12

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation plan submitted to and approved at the Annual Town Meeting. The 2013 allocation plan meets the expenditure requirements of the Special Act.

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## ARTICLE 22

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to provide a two percent (2%) salary increase effective July 1, 2012 for all positions listed within Section III of the Town's Personnel By-Law and to provide up to a two percent (2%) for a salary increase effective July 1, 2013 for all positions listed within Section III of the Town's Personnel By-Law and to further provide an increase of up to two percent (2%) for a salary increase effective July 1, 2014 for all positions listed within Section III of the Town's Personnel By-Law; or take any other action relative thereto.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 22  
The Town Manager motioned to Amend Article 22  
The Finance Committee motioned to Adopt Article 22 as Amended

Vote: The Amendment was Adopted 10:59 PM 5/7/12  
Article 22 was Adopted as Amended 10:59 PM 5/7/12

**AMENDMENT:** Change "raise and appropriate or transfer from available funds a sum of money" to "transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$65,683"

**ARTICLE 22 AS AMENDED:** To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$65,683 to provide a two percent (2%) salary increase effective July 1, 2012 for all positions listed within Section III of the Town's Personnel By-Law and to provide up to a two percent (2%) for a salary increase effective July 1, 2013 for all positions listed within Section III of the Town's Personnel By-Law and to further provide an increase of up to two percent (2%) for a salary increase effective July 1, 2014 for all positions listed within Section III of the Town's Personnel By-Law; or take any other action relative thereto.

**Executive Summary:** The intent of this article is to provide the non-union employees covered by the Personnel By-Law a salary increase for FY13 and additional increases in FY14 and FY15



## ARTICLE 23

To see if the Town will vote to amend the Personnel By-Law, Section IV (d) by replacing the existing language:

**Personal Days:** Permanent employees are entitled to two (2) personal day's leave per year to be used upon approval by the Department Head. **Personal days shall not be awarded in the event of termination or retirement.** Personal days shall not be accumulated from year to year. (Rev. ATM 5/6/02)

**With the following language:**

**Personal Days:** Permanent employees will be awarded two- (2) personal day's leave per year on July 1<sup>st</sup> to be used upon approval by the Department Head. Personal days must be taken before June 30<sup>th</sup> of each year. New hires will receive two (2) personal days after the successful completion of the six month probation period and must be used by June 30<sup>th</sup>. Personal days shall not be awarded in the event of termination or retirement. Personal days shall not be accumulated from year to year.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 23

Vote: Article 23 was Adopted

9:18 PM

5/9/12

**Executive Summary:** This amendment adds treatment of new hires and gives a set standard for computing the accrual.

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## ARTICLE 24

To see if the Town will vote to amend the Personnel By-Law, Section IV (b) by replacing the existing language:

(b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall be entitled to use five days vacation upon completing the probationary period. Vacation shall accrue upon completion of six months service but with effect upon the first day of service at .83 days per month

**With the following language:**

(b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall accrue vacation time effective the first day of service at .83 days per month and shall be entitled to use five vacation days upon completing the probationary period. Employees may request to use vacation time earned within the probationary period, however all requests will need approval at both a supervisory and Town Manager level. Requests may not be granted if it puts a burden on the department.

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 24

Vote: Article 24 was Adopted

9:22 PM

5/9/12

**Executive Summary:** This amendment adds flexibility of vacation time for newly hired employees.

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## ARTICLE 25

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Sick Leave Incentive Program:** Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses four (4) days or less sick time between July 1<sup>st</sup> and June 30<sup>th</sup> of the preceding year, may convert the excess accumulated sick days over the 165-day sick cap as follows:

Sick Leave Used during fiscal year		Sick Leave to be converted to Vacation Time
0	up to	5 days
1	up to	4 days
2	up to	3 days
3	up to	2 days
4	up to	1 day

These converted sick days will reduce the available sick time. The converted vacation days will be treated as normal vacation time and must be used by June 30<sup>th</sup> of the following year or they will be lost. The employee must request in writing to the Department Head his/her intent to use excess sick days prior to the start of the next fiscal year (July 1). Rev. ATM 5/7/2007

**With the following language:**

**Sick Leave Incentive Program:** Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses no more than four (4) days of sick time between July 1<sup>st</sup> and June 30<sup>th</sup> of the preceding year, may convert the excess accumulated sick days over 165 day sick cap to vacation days or pay at the following rates:

Sick Leave used during fiscal year	Sick Leave converted to Vacation or Pay
0 days	5 days
1 day	4 days
2 days	3 days
3 days	2 days
4 days	1 day

Converted days will reduce available sick time. Converted vacation days will be treated as normal vacation time and must be used by June 30<sup>th</sup> of the following year or they will be forfeited. Any employee wishing to take advantage of the Sick Leave Incentive Plan must state his or her intent to use excess sick days in writing to the Department Head prior to the start of the next fiscal year (September 1).

Personnel Relations Review Board

Motion: The Finance Committee motioned to Adopt Article 25

Vote: Article 25 was Adopted 9:24 PM 5/9/12

**Executive Summary:** This amendment allows for sick leave to be converted into pay so that it will be aligned with union contracts.

ARTICLE 26

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Funeral Leave:** All employees shall be granted, if desired, a maximum of (3) three workdays of leave, not to be deducted from sick leave or vacation time, to attend to the affairs of a deceased member of their immediate family. At the discretion of the Department Head (2) two additional days may be granted.

Immediate family shall be defined as: father, mother, spouse, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relative living in the employee's household

**With the following language:**

**Funeral Leave:** In the event of death for an immediate family member, all employees shall be granted a maximum of (5) five workdays of leave, not to be deducted from sick or vacation leave in order to attend to the affairs for the following immediate family members; parents, spouse, domestic partners, children and siblings. (This could include: step parents/children/siblings)

In the event of death for extended immediate family members, all employees shall be granted (3) three workdays to attend to the affairs of their grandparents, parents-in-laws, siblings-in-law, grandchildren, guardians, and any other relative residing in the household. At the Department Heads discretion an additional (2) two workdays may be granted.

Leave with pay for up to (1) one workday may be granted to attend the funeral of other close relatives with Department Head approval.

Personnel Relations Review Board

**Executive Summary:** This amendment gives the maximum amount of 5 days of bereavement at the department heads discretion and updates family members covered under this provision of the By-Law.

Motion: The Finance Committee motioned to Adopt Article 26  
The Town Manager motioned to Amend Article 26  
The Finance Committee motioned to Adopt Article 26 as Amended

Vote: The Amendment was Adopted 9:33 PM 5/9/12  
Article 26 was Adopted as Amended 9:33 PM 5/9/12

**AMENDMENT:** Amend Article 26 with the following new language provided as the underlined text and removing the lined out text from the article:

**Funeral Leave:** ~~In the event of death for an immediate family member, all employees shall be granted a maximum of (5) five workdays of leave, not to be deducted from sick or vacation leave in order to attend to the affairs for the following immediate family members; parents, spouse, domestic partners, children and siblings. (This could include: step parents/children/siblings)~~

~~In the event of death for extended immediate family members, all employees shall be granted (3) three workdays to attend to the affairs of their grandparents, parents-in-laws, siblings-in-law, grandchildren, guardians, and any other relative residing in the household. At the Department Heads discretion an additional (2) two workdays may be granted.~~

~~Leave with pay for up to (1) one workday may be granted to attend the funeral of other close relatives with Department Head approval.~~



All employees shall be granted funeral leave, not to be deducted from sick leave, for the death of a member of the immediate family normally defined as follows: father, mother, spouse, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relatives living in the employee's household. Such absence will not normally exceed three (3) working days. At the discretion of the department head and the Town Manager, two (2) additional days may be granted for exceptional emergency in the immediate family (as defined above) or other compelling personal commitment. Additional leave will be given as follows: two (2) days of funeral leave shall be granted for the death of a significant other, an aunt, uncle, cousin, niece or nephew by birth or marriage.

Personnel Relations Review Board

**ARTICLE 26 AS AMENDED:**

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Funeral Leave:** All employees shall be granted funeral leave, not to be deducted from sick leave, for the death of a member of the immediate family normally defined as follows: father, mother, spouse, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relatives living in the employee's household. Such absence will not normally exceed three (3) working days. At the discretion of the department head and the Town Manager, two (2) additional days may be granted for exceptional emergency in the immediate family (as defined above) or other compelling personal commitment. Additional leave will be given as follows: two (2) days of funeral leave shall be granted for the death of a significant other, an aunt, uncle, cousin, niece or nephew by birth or marriage.

**Executive Summary:** This amendment uses the same language as the AFSCME union contract and adds the term domestic partner.

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**ARTICLE 27**

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary by departments. Employees of a department may contribute sick time they have accrued to the sick bank in the amount as a specific number of hours. All hours donated shall be an hour for an hour and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The donated time shall be shown on a monthly form from the Department Head to the Personnel Board under the heading "Sick Bank" and any time being taken from the bank will be shown on the same form and reduced from the running total of donated hours available. The sick bank shall never allow the taking of time not available, i.e.: no minus (-) value shall exist. All participating employees shall sign a form for their Department Head when joining or leaving the sick bank. All participating employees shall sign a form when donating hours to the sick bank stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. (1995 ATM ART.25)

**With the following language:**

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary for all eligible PRRB members. Employees may contribute sick time they have accrued to the sick bank as a specific number of hours. All hours donated shall be an hour for an hour basis and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The sick bank shall never allow the taking of time not available, i.e.: no negative (-) value shall exist. All participating employees shall sign a form when joining or leaving the sick bank, stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of a member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. The Sick Bank shall be operated by the PRRB. The Board will make decisions on the use of Sick Bank time on a case by case basis, based on written request for withdrawal by a member.

Personnel Relations Review Board

Motion:       The Finance Committee motioned to Adopt Article 27  
                  The Town Manager motioned to Amend Article 27  
                  The Finance Committee motioned to Adopt Article 27 as Amended

Vote:	The Amendment was Adopted	9:36 PM	5/9/12
	Article 27 was Adopted as Amended	9:36 PM	5/9/12



**AMENDMENT:** Delete “The Sick Bank shall be operated by the PRRB” Delete “Board” as the subject of the last sentence of Article 27, and replace it with “Town Manager”

**ARTICLE 27 AS AMENDED:**

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary by departments. Employees of a department may contribute sick time they have accrued to the sick bank in the amount as a specific number of hours. All hours donated shall be an hour for an hour and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The donated time shall be shown on a monthly form from the Department Head to the Personnel Board under the heading “Sick Bank” and any time being taken from the bank will be shown on the same form and reduced from the running total of donated hours available. The sick bank shall never allow the taking of time not available, i.e.: no minus (-) value shall exist. All participating employees shall sign a form for their Department Head when joining or leaving the sick bank. All participating employees shall sign a form when donating hours to the sick bank stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. (1995 ATM ART.25)

With the following language:

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary for all eligible PRRB members. Employees may contribute sick time they have accrued to the sick bank as a specific number of hours. All hours donated shall be an hour for an hour basis and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The sick bank shall never allow the taking of time not available, i.e.: no negative (-) value shall exist. All participating employees shall sign a form when joining or leaving the sick bank, stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of a member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. The Town Manager will make decisions on the use of Sick Bank time on a case by case basis, based on written request for withdrawal by a member.

**Executive Summary:** This amendment removes the sick bank from a department level and places it at a town-wide level for those employees covered by the Personnel By-Law.

**ARTICLE 28**

To see if the Town will vote to amend the Personnel By-Law, Section III (k) by adding a new sentence at the end of the Section that reads as follows:

If an employee does not separate from service after the thirty six month wage deferral is granted, his or her salary will be reduced by 3.5%.

Personnel Relations Review Board

Motion:       The Finance Committee motioned to Adopt Article 28  
                  Town Manager, Richard Montuori motioned to Amend Article 28  
                  The Finance Committee motioned to Adopt Article 28 as Amended

Vote:	The Amendment was Adopted	9:39 PM	5/9/12
	Article 28 was Adopted as Amended	9:39 PM	5/9/12

**AMENDMENT:** Add “Employees hired after July 1, 2012 will not be eligible for the benefits outlined in Personnel By-Law, Section III (k).”

**ARTICLE 28 AS AMENDED:**

To see if the Town will vote to amend the Personnel By-Law, Section III (k) by adding a new sentence at the end of the Section that reads as follows:

If an employee does not separate from service after the thirty six month wage deferral is granted, his or her salary will be reduced by 3.5%. Employees hired after July I, 2012 will not be eligible for the benefits outlined in Personnel By-Law, Section III (k)

**Executive Summary:** This amendment clarifies how an employee's salary will be treated upon expiration of the 36 months when the employee does not separate from employment.

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### SECTION 3

Article 33	Amend Wetland By-Law: Abutters
Article 34	Amend Wetland By-Law: Notice and hearings
Article 35	Amend Wetland By-Law: Definition of structure
Article 36	Amend Wetland By-Law: Stormwater
Article 37	Amend Zoning By-Laws: Electronic Message Boards
Article 38	Amend Town By-Laws – Finance Committee
Article 39	Amend Town By-Laws – Town Clerk

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### ARTICLE 33

To see if the Town will vote to amend the Town Code known as the Tewksbury By-Laws, Chapter 18, Conservation Commission Wetlands Protection By-law by changing the definition of abutter from 300 feet to 100 feet in the following Sections:

18.04.020 Definitions- "Abutter" means the owner of any property any portion of which lies within ~~300~~ 100 feet radially from any lot line....

18.04.060 Notice and hearings- Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivery to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way and abutters to the abutters within ~~300~~ 100 feet....

18.04.060 Public Utilities (Easements). Permit applications for constructing or maintaining public utilities located within property easements shall provide written notification to property owners of the easement and all abutters within ~~300~~ 100 feet in all directions of the easement right-of-way for the extent of the easement that is located within the 100-foot buffer zone.

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission  
The Conservation Commission motioned to Adopt Article 33

Vote: Article 33 was Adopted 9:41 PM 5/9/12

**Executive Summary:** This amendment aligns the Wetlands Protection By-Law definition of abutter with the State Wetland Protection Act definition.

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### ARTICLE 34

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding certificate of mailing to the requirement of notification to abutters as noted in the following Sections:

18.04.060 Notice and hearings Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), or hand delivery... Delete the 2<sup>nd</sup> sentence 4<sup>th</sup> Paragraph- "In the event that the hearing is postponed due to the request of the applicant or the Commission, the applicant shall renotify all of the abutters via certified mail, or hand delivery informing them of the new hearing date and time."

Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission  
The Conservation Commission motioned to Adopt Article 34

Vote: Article 34 was Adopted 9:41 PM 5/9/12

**Executive Summary:** This amendment aligns the Wetlands Protection By-Law abutter notice requirement with the State Wetland Protection Act notice requirement.

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### ARTICLE 35

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law Section 18.04.020 Definitions, by adding the following definition:  
"Structure"- A combination of materials assembled at a fixed location to give support or shelter such as a building, house, barn, garage, or shed. The word "Structure" shall be construed, where the context requires, as though followed by the words "or part or parts thereof". However, in reference to the No Build Zone, "Structure" shall not include fences, retaining walls, decks, patios, gazebos, lawn furniture, children's toys such as sandboxes and swing-sets, rip-rapped areas, driveways, parking areas, sheds (not to exceed 120 square feet in floor area), or the like.

#### Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission  
The Conservation Commission motioned to Adopt Article 35  
Steve Deackoff motioned to Amend Article 35  
Joe Gill motioned to Move the Question for Amendment

Vote:	The motion to Move the Question for Amendment was Adopted	9:58 PM	5/9/12
	The motion to Amend Article 35 was Defeated	10:01 PM	5/9/12
	Article 35 was Adopted	10:02 PM	5/9/12

**AMENDMENT:** Add the following text to the end:

Notwithstanding the above, in reference to the No Build Zone, "Structure" shall be construed to be any combination of materials that require a building permit. However, in reference to the No Build Zone, "Structure" shall NOT include an uncovered deck or a swimming pool.

Doug Sears pointed out to the assembly that there was a Scrivener's error in the Amendment to Article 35, submitted by Steve Deackoff. Mr. Sears stated that an "s" should be added on the end of the word "require". The Moderator accepted the Scrivener's error, and there were no objections.

**Executive Summary:** The 2009 revision of the Wetlands Protection By-Law makes a number of references to the term structure which was not defined in the By-Law. This article provides the definition of structure.

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### ARTICLE 36

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding a new subparagraph to Section 18.04.30 Jurisdiction as follows:  
(9) For stormwater management purposes, the Commission may allow encroachment into the no build zone.

#### Conservation Commission

Motion: The Finance Committee defers to the Conservation Commission  
The Conservation Commission motioned to Adopt Article 36

Vote:	Article 36 was Adopted	10:02 PM	5/9/12
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**Executive Summary:** This addition allows for stormwater management systems to encroach into the no build zone as these systems may need to be linked to resource areas.

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### ARTICLE 37

To see if the Town will vote to amend the Zoning By-Laws by adding the following to Section 5200, Signs, as paragraph 5232.d in Section 5232 Signs – Standards – Illumination.

d. Signs containing Electronic Message Boards, which means a digital sign which exhibits changing or moving illumination effects, or a sign with moving letters, symbols or changing messages which are displayed via light emitting diodes (LED), liquid crystal display (LCD), plasma, or similar display technologies, shall not be allowed except by Special Permit from the Planning Board based upon findings that:

1. The business(es) utilizing the electronic message board are located on a site of over 10 acres of land.
2. The buildings and public entrances to the businesses are located at least 125 feet from the street.
3. There will be no interference with traffic patterns, traffic lights or public safety.
4. The dimensions of the message board area shall not be over 41" H x 63" W.
5. Electronic message boards shall not be allowed in the Town Center Overlay District.
6. There shall be no scrolling, flashing or movement of messages or other displays.
7. The electronic message board letters will be amber color only, with a black background.



8. Any message must be displayed for a set period of time as determined by the Planning Board.
9. The Planning Board may set further conditions based upon circumstances of specific site conditions.
10. The Planning Board may waive items 1-7 above upon findings of special circumstances as determined solely by the Planning Board.

Planning Board

Motion: The Finance Committee defers to the Planning Board  
The Planning Board motioned to Adopt Article 37

Vote: Article 37 was Adopted 60 Yes/ 14 No (2/3 required=49) 10:14 PM 5/9/12

**Executive Summary:** The adoption of this article will provide the Planning Board a standard for reviewing Special Permit applications for digital Electronic Message Boards.

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**ARTICLE 38**

To see if the Town will vote to amend the Town General By-Law Chapter 2:20: Finance Committee, section 2:20.010: Composition, by:

Deleting the word "nine" in the first sentence and inserting the word "seven";

Deleting the second sentence:

"The terms of appointment will be staggered so that three (3) terms of service will expire at the end of fiscal year."

And replacing it with:

"The terms of appointment will be staggered so that three (3) terms of service will expire at the end of every third fiscal year beginning with fiscal year 2012 and two (2) terms of service will expire at the end of each of the two (2) subsequent fiscal years."

or to take any other related action.

Board of Selectmen  
Finance Committee

Motion: The Finance Committee motioned to Adopt Article 38

Vote: Article 38 was Adopted 10:19 PM 5/9/12

**Executive Summary:** This article amends the Town General By-Laws to reduce the number of members on the Finance Committee from nine (9) to seven (7). It also changes the terms of appointment to reflect the new number of members.

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**ARTICLE 39**

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 54 Section 16A, which provides that if the warden, clerk or inspector, or the deputy of any such officer, if any, is not present at the opening of the polls, the city or town clerk may appoint a person to fill such vacancy who shall be an enrolled voter of the same political party as the absent officer, if any competent person enrolled in such party is present and willing to serve, or take any action relative thereto.

Town Clerk

Motion: The Finance Committee motioned to Adopt Article 39

Vote: Article 39 was Adopted 10:19 PM 5/9/12

**Executive Summary:** Massachusetts General Laws, Chapter 54, Section 16A provides for the appointment of an election official by the city or town clerk in the event of an unexpected or sudden absence of an election official at the opening of the polls.

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Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 7, 2012 Annual Town Meeting Sine Die, and this motion was Adopted. 10:20 PM 5/9/12

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO  
TOWN CLERK

## APPENDIX

Submitted to the Town Clerk on May 11, 2012

Town Moderator's statement concerning his ruling on the motion to reconsider/rescind offered by Finance Committee Chairman Thomas Cooke on May 9, 2012, regarding an amendment to Article 4, 2012 Annual Town Meeting

The basis for Mr. Cooke's motion was his allegation that the Town Meeting had violated Town By-Law 2.04.150 with its acceptance of an amendment to the budget for an amount in excess of \$100,000 when the Finance Committee had recommended a lesser amount than the Department Head had submitted. In his motion, Mr. Cooke claimed that this alleged violation of the by-law constituted a procedural error, and as such constituted a valid reason to allow a motion to reconsider under Town By-Law 2.04.110.

The pertinent sections of Town By-Law Chapter 2.04, Town Meeting, are as follows:

### 2.04.110 Reconsideration.

No prior vote shall be reconsidered except to correct a procedural defect, scrivener's error or an oversight. Any voter may make the motion to reconsider a prior vote, to correct a procedural defect, scrivener's error or an oversight, which to prevail shall require a majority vote. (Art. 30, ATM 1998)

### 2.04.150 Procedure for voting on appropriations.

No appropriations or transfers of money in excess of one hundred thousand dollars (\$100,000.00) by the Town at an Annual or Special Town Meeting shall be valid, when the Finance Committee has recommended a lesser amount than the Department Head has submitted to said Committee, unless the vote for said appropriation or transfer be taken by secret ballot. "In no event shall a secret ballot be required for items under the budget article for a vote on the items." (Art. 21, STM 2001)

(Note: the quotation marks in the last sentence are part of the text of the by-law in the by-law book. It is likely that when this sentence was added to the by-law book, it was copied and pasted from another source, like an article from a Town Meeting warrant document, in which it had been enclosed in quotation marks to denote it as a change to the by-law. When copied and pasted, the software likely included the quotation marks in the copied text. The quotation marks have no effect on the by-law's provisions.)

Massachusetts General Law Chapter 39, Section 15, is also pertinent, in that it provides the Moderator with the authority to preside and regulate the proceedings and decide all questions of order during a Town Meeting. That necessarily includes the authority to make a determination as to whether or not a procedural error has occurred.

Town By-Law 2.04.150 defines the procedure for voting on certain types of appropriations; it does not put limits on the appropriations themselves. The by-law does not prohibit an appropriation or transfer in excess of \$100,000 if the Finance Committee has recommended a lesser amount than the Department Head has submitted, as Mr. Cooke claimed in his motion. The by-law simply states that such an appropriation or transfer will be valid only if the vote is taken by secret ballot. The by-law further states that a secret ballot shall not be required for items under the budget article. Mr. Cooke, in both his statement and his motion, ignored the by-law's secret ballot provision and the exemption of items under the budget article from that provision. If this by-law did apply to items under the budget article, Town Meeting would have to take a secret ballot vote on every departmental line item whose appropriation was over \$100,000 if the Finance Committee recommended a lesser amount than the Department Head had submitted. During the 2012 Annual Town Meeting, when considering the Fiscal Year 2013 proposed budget article, this would have required taking a secret ballot vote on nine different departmental line items that met those conditions. Those line items included:

- Treasurer/Collector
- Council on Aging
- Board of Health
- Police
- Fire
- School Department
- DPW Administration
- DPW Fleet Maintenance
- Sewer Enterprise Fund Transfer

Of course, Town Meeting did not take secret ballot votes on these items, and it has not done so when voting on similar items under past budget articles, because this by-law does not apply to the budget article. The amendment in question regarded the Fire Department Salaries line item under the budget article. Town By-Law 2.04.150 is not applicable to the vote on the amendment in question.

Mr. Cooke's motion was based on an incorrect and incomplete statement of the provisions of Town By-Law 2.04.150. This led him, in his motion, to incorrectly allege that a violation of Town By-Law 2.04.150 had occurred, and to incorrectly assert that this violation constituted a procedural error that would allow a motion to reconsider to be in order under

Town By-Law 2.04.110. Town By-Law 2.04.150 contains an explicit provision making it inapplicable to votes on items under the budget article. The Moderator, under MGL C.39 S.15, has the authority and responsibility to decide all questions of order and thus make a determination as to whether a procedural error has occurred. Given that the motion had no basis, I ruled that no procedural error had occurred and that Mr. Cooke's motion was not in order under Town By-Law 2.04.110.

I appreciate the opportunity to explain my ruling in detail. Given that I learned of Mr. Cooke's intent to offer this motion approximately five minutes before the start of the May 9, 2012 Special Town Meeting, I had no time to prepare a detailed explanation such as this to present to the voters at the immediately subsequent second session of the 2012 Annual Town Meeting. I could thus provide them only a brief synopsis of the reason for my decision. I am happy to expand upon that with this document, and I request that this document be added as an appendix to the official record of the 2012 Annual Town Meeting.

Respectfully submitted,

Keith E. Rauseo

Tewksbury Town Moderator



# Special Town Meeting

## May 8, 2012

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
May 8, 2012

Moderator Keith Rauseo opened the May 8, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters is present and a properly served and returned warrant was in possession. The Moderator called for a 5 minute recess to allow those present at 7:00 PM to check-in as voters. Moderator Rauseo called the Special Town Meeting back to session at 7:05 PM.

Veterans Agent Jim Williams led the assembly in The Pledge of Allegiance.

The Moderator welcomed the state legislators who were in attendance; Senator Barry Finegold, and State Representatives Paul Adams and James Miceli.

The Moderator designated the visitors section and reminded the voters to display their peach voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. He explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on the article.

On Tuesday, May 8, 2012 there were 632 voters and 22 visitors in attendance.

David Gay, Chairman of the Board of Selectmen, announced that a Styrofoam Collection will be held on Saturday, May 12<sup>th</sup> from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

..7:15 PM 5/8/12

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 8, 2012 Special Town Meeting Sine Die, and this motion was Adopted.

..7:58 PM 5/8/12

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### ARTICLE 1

To see if the Town will vote to authorize the Selectmen to petition the legislature to enact legislation to amend the present Special Act Charter with the below Special Act Charter, the legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition. Upon approval of the General Court and the Governor of the Commonwealth, the Special Act Charter shall then be submitted to the voters of the Town at the next election; and, if approved by a majority of the voters of the Town, the Special Act Charter shall become effective on the date fixed in the Charter.

#### TOWN OF TEWKSBURY

ARTICLE 1: INCORPORATION; SHORT TITLE; DEFINITIONS

SECTION 1-1: INCORPORATION

1-1.1 The inhabitants of the town of Tewksbury, within the territorial limits established by law, shall continue to be a municipal corporation, a body corporate and politic, under the name "Town of Tewksbury."

SECTION 1-2: SHORT TITLE

1-2.1 This instrument shall be known and may be cited as the Tewksbury Home Rule Charter.

SECTION 1-3: POWERS OF THE TOWN

1-3.1 Subject only to express limitations on the exercise of any power or function by a municipal government in the constitution or general laws of the commonwealth, it is the intention and the purpose of the voters of the town of Tewksbury through the adoption of this charter to secure for themselves and their government all of the powers it is possible to secure as fully and as completely as though each such power were specifically and individually enumerated herein. The ultimate power of the town resides with the voters through their ability to elect the town council.

#### SECTION 1-4: DIVISION OF POWERS

1-4.1 The town council shall have and shall exercise all legislative powers of the town. The executive branch, headed by the town manager who is appointed by the town council, shall administer all town fiscal, business and municipal affairs, except as provided in M.G.L. c. 41, section 45.

#### SECTION 1-5: CONSTRUCTION

1-5.1 The powers of the town of Tewksbury under this charter are to be construed liberally in favor of the town and the specific mention of any particular power is not intended to limit the general powers of the town as stated in Section 1-3.

#### SECTION 1-6: INTERGOVERNMENTAL RELATIONS

1-6.1 Subject only to express limitations in the constitution or general laws of the commonwealth, the town of Tewksbury may exercise any of its powers or perform any of its functions, and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the commonwealth or any agency or political subdivision thereof, or with the united states government or any agency thereof.

#### SECTION 1-7: TOWN SEAL

1-7.1 The town seal in existence at the time this charter is adopted, unless the town council shall adopt another, shall continue to be the town seal and shall be kept in the custody of the town clerk. Papers or documents issued from any office or board of the town may be attested by use of said seal.

### ARTICLE 2: LEGISLATIVE BRANCH

#### SECTION 2-1: COMPOSITION, TERM OF OFFICE

2-1.1 Composition. There shall be a town council of 9 members, which shall exercise the legislative powers of the town. These 9 members are to be known as councilors.

2-1.2 Term of Office. The term of office for town council members shall be 3 years beginning on the 1<sup>st</sup> Tuesday of April following election and continuing until a successor is qualified and sworn into office. The terms shall be staggered in accordance with the transitional language in Article 10, Section 10-6.

2-1.3 Eligibility. Voters of the town of Tewksbury shall be eligible to hold the office of town council. Four councilors shall be nominated and elected from 4 districts to be composed of the existing adjacent precincts such that two precincts shall compose a district and five councilors shall be nominated and elected by and from the voters at large. A district councilor shall at the time of election be a voter of the district from which elected.

2-1.3.1 If any district councilors shall during the first 24 months of the term of office remove to another district in the town, the council shall declare the office vacant, and such office shall be filled for the balance of the term as provided in Section 2 – 12. If the district councilor removes to another district in the last 12 months of the term to which elected, the councilor shall continue to serve for the balance of the term for which he or she is elected. If the district councilor removes from the town in the last 12 months of the term to which elected, the council may elect a voter from such district to serve the balance of the term.

2-1.3.2 If any councilor at large removes from the town during the first 24 months of the term of office, such office shall be deemed vacant and the balance of the term shall be filled in the manner provided in Section 2-12. If a vacancy among the councilors at large occurs in the final 12 months of such councilor's term, the council shall at a regular or special meeting elect a registered voter of Tewksbury to serve for the balance of the said term.



## SECTION 2-2: COUNCIL OFFICERS AND CLERK

2-2.1 Council Organization. The president shall preside at all meetings of the town council, and perform such other functions as may be assigned by the charter, by ordinance or by vote of the town council. The vice-president shall preside at meetings of the town council during the absence or disability of the president.

2-2.2 Election and Term. The council president and vice-president shall be elected by the council and shall each serve a 1 year term of office.

2-2.3 Town Council President. The town council president shall preside at all meetings of the town council, regulate its proceedings and shall decide all questions of order. The town council president shall appoint, with the approval of the town council, all members of all subcommittees of the town council, whether special or standing. The town council president shall have the same powers to vote upon all measures coming before the town council as any other member of the town council. The town council president shall perform such other duties consistent with the office as may be provided by charter, by ordinance, by the council's own rules, or by other vote of the town council.

2-2.4 Town Council Vice-President. The town council vice-president shall serve as acting president during the temporary absence or disability of the town council president. The powers of an acting town council president shall be limited to only those powers of the office indispensably essential to the performance of the duties of the office during the period of such temporary absence or disability and no others.

2-2.5 Clerk of the Town Council. A clerk of the town council, who is not a council member, shall be appointed by the council for an initial or successive term or terms each not to exceed 3 years. The clerk of the town council shall, with the consent of the town council, ensure the continuity of record keeping for the town council; give notice of its meetings to its members and to the public; keep the journal of town council proceedings; present the draft minutes to the town council at regularly scheduled meetings; and, perform such other duties as may be provided by ordinance, by the council's own rules, or by other vote of the town council.

## SECTION 2-3: PROHIBITIONS

2-3.1 Holding Other Town Office or Position. No member of the town council shall hold any other non-elected compensated town office or town employment. No former member of the town council shall hold any compensated town office or town employment until 1 year following the date on which such former member's service on the town council has terminated. This provision shall not prevent a town officer or other town employee who has taken a leave of absence in order to serve as a member of the town council from returning to the same office or other position of town employment held at the time such leave of absence commenced; provided, however, no such person shall be eligible for any other town office until at least one year following the termination of service as a member of the town council.

2-3.2 Interference with Administration. Except for the purpose of inquiries and investigations pursuant to Section 2-8, the town council shall not infringe upon the town manager's authority and responsibilities by giving instructions, orders or directions directly to the officers and employees serving under the town manager.

## SECTION 2-4: EXPENSES

2-4.1 Expenses. Subject to appropriation and to prior allocation and authorization, the town council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

## SECTION 2-5: GENERAL POWERS

2-5.1 Except as otherwise provided by general law or by this charter, all powers of the town shall be vested in the town council which shall provide for their exercise and for the performance of all duties and obligations imposed upon the town council by ordinance. The town may enter into contracts for the exercise of its corporate powers on such terms and conditions as are authorized by the town council by ordinance.

## SECTION 2-6: EXERCISE OF POWERS; RULES

2-6.1 Exercise of Powers. Except as otherwise provided by general law or by this charter, the legislative powers of the town council may be exercised in a manner determined by the town council.

2-6.2 Rules of Procedure. The town council shall from time to time establish written rules regulating its procedures, which shall be in addition to the following:



2-6.2.1 Regular meetings of the town council shall be held at a time and place fixed by ordinance but which shall be not less frequent than once monthly.

2-6.3. Special Meetings. Special meetings may be held on the call of the president of the town council, town manager, or on the call of any 4 or more members, by written notice delivered at least 48 hours in advance of the time set and such notice shall further comply in all instances with the provisions of M.G.L. c. 30A, §18-25 (referred elsewhere herein as the "Open Meeting Law"). Except as otherwise authorized by the laws of the commonwealth all sessions of the town council shall be open to the public and press. All council votes on ordinances, appropriation orders, or loan authorizations shall be taken by roll call vote, and shall be duly recorded by the clerk of the council. A full, accurate, and up-to-date record of the proceedings of the town council shall be kept and shall be open to inspection by the public. Regular meetings of the town council shall provide for a period of public comment; provided however, the town council may regulate such period of public comment as deemed appropriate.

2-6.3.1 The town manager may at any time call a special meeting of the town council by causing a notice of such meeting to be delivered in hand or to the place of business or residence of each member of the town council. Such notice shall, except in an emergency as determined by the town manager, be delivered at least 48 hours in advance of the time set and shall specify the purpose or purposes of the special meeting. A copy of each such notice shall be posted by the town manager on the town bulletin board and on the town's official web site.

2-6.4 Town Council Meeting Protocol. All meetings of the town council shall include opportunity for public comment which may be presented orally or in writing.

2-6.4.1 For the conduct of business a quorum of the town council shall be a minimum of 5 members, provided that a lesser number may adjourn from time to time.

2-6.4.2 Except as otherwise provided by the charter or general law, the affirmative vote of a majority of the full council shall be required to adopt any ordinance or appropriation order.

2-6.4.3 The meetings of the town council and of every committee or subcommittee thereof shall be posted and the agenda made available in accordance with the applicable provisions of the Open Meeting Law.

2-6.4.4 The affirmative vote of 2/3 of the full town council shall be required to amend or adopt zoning ordinances.

## SECTION 2-7: LICENSING AUTHORITY: DELEGATION OF POWERS

2-7.1 The town council shall be the licensing authority of the town and shall have all the power to issue licenses as otherwise authorized by law, to make all rules regarding issuance of such licenses and to attach conditions and restrictions on any license it may issue as it deems to be in the public interest and to enforce all laws relating thereto.

2-7.2 The town council may regulate the granting and issuing of licenses and permits and shall enforce all laws relating to any businesses for which a license has been issued.

## SECTION 2-8: ACCESS TO INFORMATION

2-8.1 In General. The town council may make investigations into the affairs of the town and into the conduct and performance of any town agency and, for this purpose, may subpoena witnesses, administer oaths and require the production of evidence.

2-8.2 Town Officers, Members of Town Agencies, Employees. With notice to the town manager, the town council may require any town officer, member of a town agency or town employee to appear before it to give such information as the town council may require in relation to the municipal services, functions, powers, or duties which are within the scope of responsibility of such person and within the jurisdiction of the town council.

2-8.3 Town Manager. The town council may require the town manager to appear before it and to provide specific information to it on any matter within the jurisdiction of the town council.

2-8.4 Notice. The town council shall give a minimum notice of 10 days to any person requested to appear before it under the provisions of this section. The notice shall include specific issues on which the town council seeks information. Notice shall be by delivery in hand, or by registered or certified mail to the last known place of residence of any such person. The town manager will receive a copy of the notice sent to any officer, board, commission, or employee of the town in such instances.

## SECTION 2-9: PERSONNEL APPOINTED BY TOWN COUNCIL

2-9.1 Except as otherwise provided by this charter, the town council shall appoint all boards, commissions and committees. The town council shall adopt procedures to allow for orderly appointment of multiple member bodies, including, but not limited to, the following: a board of assessors; a conservation commission; a zoning board of appeals; a council on aging; a government study committee; a trust fund commission; a historical commission; a finance committee; and, a board of registrars. The town council shall also appoint all multiple member policy advisory committees or commissions and shall appoint all ad hoc committees or commissions not specifically provided by ordinance, and all other multiple member bodies for whom no other method of appointment is provided.

2-9.1.1 Appointments made by the town council shall be for the same term of office, and the same number of members for each multiple member body set forth in Section 2-9.1 above as currently provided for, until other provisions are made in accordance with the charter.

2-9.1.2 The town council shall employ such staff and experts as are necessary to conduct the business of the town council. The town council shall set the form and levels of compensation of such staff.

2-9.2 Salaries/Compensation. Any person appointed by the town council shall receive such salaries or other compensation as may from time to time be provided for such office by ordinance; provided, however, that such salary or compensation shall have been adopted by an affirmative vote of 2/3 of the full town council.

2-9.3 Removal/Suspension. Any person appointed by the town council may be removed or suspended by the town council by the use of procedures contained in the personnel ordinance, as that ordinance may from time to time be amended, for the removal of town employees.

2-9.4 Review of Town Manager. The town council shall annually conduct a comprehensive performance review and evaluation of the town manager, the results of which shall be reviewed at a regular or special meeting of the town council in each calendar year. Failure to conduct the review shall not be used against the town council in any way.

2-9.4.1 The town council shall by majority vote establish guidelines for the annual performance review and evaluation of the town manager. The town council and the town manager shall jointly establish short-term and long-term goals for the town manager and the town manager's annual performance review shall include a measurement of the town manager's progress in achieving or performing against the goals as stated and agreed.

## SECTION 2-10: ORDINANCES, TAX MEASURES, APPROPRIATION ORDERS AND LOAN AUTHORIZATIONS

2-10.1 Ordinances, tax measures, appropriation orders and loan authorizations shall be introduced in writing and shall be processed through the following stages: First Reading; Public Hearing; Second Reading. After the First Reading, the town council shall cause a synopsis of the proposed ordinance, tax measure, appropriation order or loan authorization in the form passed by the town council to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, together with notice of the time and place when and where the public hearing will be held prior to the Second Reading for final passage, at least 7 days prior to the date of the public hearing. If the town council amends the ordinance, tax measure, appropriation order or loan authorization after the public hearing, then it shall cause a synopsis of the amended ordinance, tax measure, appropriation order or loan authorization to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site in the amended form passed by the town council, together with notice of the time and place when and where the public hearing on this amendment shall be held at least 7 days prior to the date of the new public hearing.

2-10.2 Emergency Ordinances. No ordinance shall be passed finally on the date it is introduced, except in case of emergency involving the health or safety of the people or their property. No ordinance shall be regarded as an emergency ordinance unless the emergency is defined and declared in a preamble to such ordinance, separately voted upon and receiving the affirmative vote of 5 or more members of the town council. Emergency ordinances shall stand repealed on the 61<sup>st</sup> day following adoption, unless an earlier date is specified in the measure, or unless a 2<sup>nd</sup> emergency measure is passed extending it, or unless a measure has been passed extending it.

2-10.3 The town council shall cause a synopsis of every ordinance, tax measure, and appropriation order or loan authorization to be published in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site. The ordinance, tax measure, appropriation order or loan authorization shall be effective 20 days after the date of publication, except in case of emergency involving the health or safety of the people or their property when the provisions of the foregoing section 2-10.2 shall apply.



## SECTION 2-11: COUNCIL REVIEW OF CERTAIN APPOINTMENTS

2-11.1 The town manager shall submit to the town council the name of each person the town manager desires to appoint to each of the following positions in the town, and all other town officials whose appointment or election is not specifically provided for herein, however titled: town clerk, town accountant; town treasurer; town tax collector; chief assessor; police chief; fire chief; superintendent of public works; director of personnel; director of community development; director of council on aging; conservation administrator; director of the public library; director of public health, and town attorney; but, not including any position for whom selection is provided by election under Article 4. The town council may require any person the town manager so refers to it to appear before a standing committee of the town council, or before the town council, to give such information relevant to such appointment as the committee, or the town council, requires. Appointments made by the town manager shall become effective on the 15th day following the date on which notice of the proposed appointment was filed with the clerk of the council, unless 5 members of the town council shall within the said 15 days vote to reject such appointment, or unless the town council has sooner voted to affirm the appointment. Rejection by the town council shall require a 2/3 vote of the full town council. The question on rejection of any appointment made by the town manager shall not be subject to the procedure of charter objection provided in Section 8-3 of this charter.

2-11.2 The person serving as elected town clerk at the time this charter is approved by the voters shall, notwithstanding any contrary provision of any special or general law, the charter, or any rule or regulation, complete the term to which elected. The appointment provisions of the charter pertaining to the town clerk shall become effective upon the completion of such term or if there is a sooner vacating of the office by the said person serving as town clerk at the time this charter is approved, whichever is earlier.

## SECTION 2-12: FILLING OF VACANCIES

### Filling of Vacancies by Town Council

2-12.1.1 Whenever a vacancy shall occur by death, resignation or otherwise during the first 24 months of the term of a councilor at large or a district councilor, the town council shall declare such seat vacant and call a special election in said district(s) or in the town, as necessary, to be held within 90 days of the determination of such vacancy. Such election may be postponed if the town's annual election is to be held within 120 days. The individual elected shall serve for the remainder of the term. Should a vacancy occur as described herein in the final 12 months of the term of a councilor the remaining members of the town council shall declare such seat vacant and elect by majority vote a town of Tewksbury voter to fill the vacancy until the next annual town election. The voter chosen to fill a vacancy in the seat of a councilor at large shall reside in the town of Tewksbury, and a voter chosen to fill a district councilor vacancy shall reside in the affected district. Individuals serving on the council as a result of appointment shall not be entitled to have the words "candidate for re-election" printed alongside their names on the election ballot.

2-12.1.2 If any councilor-elect shall fail after election to take the oath of office as a councilor for the town council, as required by general law, the council shall declare said office vacant and the balance of the unexpired term shall be filled in the manner provided in this Section 2 – 12.

2-12.1.3 In the event that no candidate for election shall have been elected by the voters as a councilor for the town council, the council shall declare such office vacant and the balance of the unexpired term shall be filled in the manner provided herein.

### Filling of Vacancies in Other Elected Offices

2-12.2 When a vacancy exists in any elected town office or elected town board the vacancy shall be filled as required by G.L. c. 41, §11. The person so appointed shall serve to completion of the unexpired term, or until the next annual town election, whichever is earlier.

## SECTION 2-13: FINANCE COMMITTEE

The town council shall establish a finance committee of not more than 9 members or fewer than 5 members. The initial appointment of a chairperson of the finance committee shall be made upon recommendation of the council president and school committee chairperson, meeting and acting jointly. Such appointment shall be made within 90 days of the council president's assumption of the office. Additional initial appointments shall be made on the recommendation of the council president, school committee chairperson, and chair of the finance committee, and shall be made within 90 days of the selection of the finance committee chairperson. Initial appointments shall be arranged such that as close to 1/3 of the membership as is possible shall be appointed for a 3 year term, 1/3 for a two year term, and 1/3 for a one year term.



Following such initial appointments, the council president, school committee chairperson and finance committee chairperson shall meet at the call of the council president each year to fill vacancies; further, the council president may also call a meeting to fill vacancies occurring during the course of the year. Terms of office shall be three years.

The finance committee shall elect a chairperson from among its membership each year.

The finance committee so established shall be in addition to any similar committee composed of council members.

No elected or appointed town officer or town employee shall serve on the finance committee. The committee will serve in an advisory capacity to the council on fiscal matters, and on such other matters as the council may request. The committee shall, at the council's request, examine all budget and appropriations proposals and make recommendations thereon to the council.

### ARTICLE 3: EXECUTIVE BRANCH

#### SECTION 3-1: TOWN MANAGER: QUALIFICATIONS; COMPENSATION

3-1.1 Town Manager Qualifications. The town manager shall be the chief executive officer of the town and shall be appointed by the town council by an affirmative vote of 2/3 of the full town council. The town manager shall be a person of proven administrative ability, and specially qualified by education and training. At a minimum, the town manager shall possess a minimum of a bachelor's degree in public administration or a related field and 5 years of relevant public or private experience, or, in the alternative, a master's degree in public administration or in a related field and 3 years of relevant public or private experience in performing the duties that are comparable to those set forth in section 3-3 below. The town council may, from time to time, establish by ordinance such additional qualifications as it may deem necessary and appropriate.

3-1.2 The town manager shall not engage in any other business or occupation during his or her term except for part-time consultative or teaching duties, directly relating to the profession of municipal management and with the specific consent of the town council.

3-1.3 Compensation and Term. The town council shall determine the town manager's salary within the amount as provided by yearly annual appropriation. The initial term of appointment and any successor term of appointment of the town manager shall not exceed a term of 3 years.

3-1.4 Expenses. Subject to appropriation, the town manager shall be entitled to reimbursement of the actual and necessary expenses incurred in the performance of the duties of the office.

3-1.5 Prohibitions. The town manager shall hold no other town office or town employment for which a salary or other emolument is payable from the town treasury; provided, however, this restriction shall not apply in any event where the town manager is serving in another capacity in lieu of creating or maintaining a position for which funding may be required and an annual appropriation made; or, where the town manager is also serving in another position as part of an administrative plan to reorganize, consolidate, combine, or eliminate, in whole or in part, certain functions or tasks that may otherwise be performed, temporarily or permanently, by town manager.

#### SECTION 3-2: EXECUTIVE POWERS; ORGANIZATION

3-2.1 The executive powers of the town shall be vested solely in the town manager and may be exercised by the town manager either personally or through the several town agencies under the general supervision and control of the town manager.

#### SECTION 3-3: POWERS AND DUTIES OF THE TOWN MANAGER

3-3.1 The town manager shall be the chief executive officer of the town and shall be responsible to the town council for the operation of town affairs for which the town manager is given responsibility under this charter. The powers, duties, and responsibilities of the town manager shall include, but are not intended to be limited to, the following:

3-3.1.1 To supervise, direct, and be responsible for the efficient administration of all officers appointed by the town manager and their respective departments and of all functions for which the town manager is given responsibility, authority or control by this charter, by ordinance, or by vote of the town council.

3-3.1.2 To administer either directly or through a person or persons supervised by the town manager, in accordance with this charter, all provisions of general or special laws applicable to the town, all ordinances, and all regulations established by the town council.

3-3.1.3 To oversee and coordinate all activities of town departments or agencies.

- 3-3.1.4 To attend all regular and special meetings of the town council, unless excused, and be available to respond to matters under the general supervision of the town manager.
- 3-3.1.5 To keep the town council fully informed as to the state of the town, and to make recommendations on matters which may require its attention.
- 3-3.1.6 To maintain complete and accurate records of the financial activity of the town.
- 3-3.1.7 To approve the rental, use, maintenance, and repair of all town facilities, except, those buildings and grounds under the jurisdiction of the school committee or the conservation commission.
- 3-3.1.8 To authorize the purchase of all supplies, materials, and equipment, except books and other educational materials and supplies for the schools and books and other media for the public library.
- 3-3.1.9 To approve the award of all town contracts, except contracts for books, educational material and supplies for the schools and the public library as aforesaid.
- 3-3.1.10 To develop and maintain a full and complete inventory of all town owned real estate and personal property.
- 3-3.1.11 To implement and administer personnel policies, practices, or rules, compensation plans and related matters for town employees, except for school department employees, and to negotiate and administer collective bargaining agreements, and other employment contracts, except for school department agreements, entered into by the town.
- 3-3.1.12 To set the compensation levels of town employees and officers appointed by the town manager within the range established by appropriation and any applicable compensation plan.
- 3-3.1.13 To be responsible for the negotiation of collective bargaining agreements and other employment contracts with town employees on wages and other terms and conditions of employment, except employees of the school department. The town manager may employ special counsel to assist in the performance of these duties.
- 3-3.1.14 To prepare and submit an annual operating budget, capital improvement program, and a long-term financial forecast under Article 6 of the charter.
- 3-3.1.15 To keep the town council informed as to the financial condition of the town and to make recommendations to the town council as the town manager determines necessary or expedient.
- 3-3.1.16 To investigate or inquire into the affairs of any town agency under the authority of the town manager.
- 3-3.1.17 To delegate, authorize, or direct any subordinate or employee of the town to exercise any power, duty, or responsibility which the office of town manager is authorized to exercise, provided, that all acts that are performed under such delegation shall be considered to be the acts of the town manager.
- 3-3.1.18 To perform such other duties as necessary or as may be assigned by this charter, by ordinance, or by vote of the town council.

#### SECTION 3-4: EXECUTIVE POWERS; ENFORCEMENT OF ORDINANCES

- 3-4.1 The town manager shall cause the charter, the laws, the ordinances and other orders for the government of the town to be enforced, and shall cause a record of all official acts of the executive branch of the town government to be kept.

#### SECTION 3-5: APPOINTMENTS BY THE TOWN MANAGER

- 3-5.1 The town manager shall appoint all officers and officials of the town whose appointment or election is not specifically provided for herein. The town manager shall appoint, and may remove subject to the civil service laws where applicable, all department heads, all officers, and all subordinates and employees for whom no other method of appointment is provided in this act, including, but not limited to, representatives to regional entities of which the town is a member. Proposed appointments to offices and departments as referenced in Section 2-11 of this charter shall be brought to the council.

Except as is otherwise provided in Section 2-11, the town manager shall have authority to appoint, after consultation with the appropriate agency or department head, all assistants, subordinates, and employees of a town department, office, board or agency. All appointments shall be made on the basis of merit and fitness, past performance, or by other evidence of competence and suitability. Each person appointed shall be a person qualified by education, training, and previous work experience to perform the duties of the office or position.



All appointments made by the town manager shall be based on merit and fitness demonstrated by past performance or by other evidence of competence and suitability. Each person appointed shall be qualified by education, training, and prior work experience to perform the duties of the office or position.

3-5.2 The town manager shall have authority to appoint, with town council approval, a town clerk. This appointment shall be made on the basis of merit and fitness, past performance, or by other evidence of competence and suitability. The person initially and subsequently appointed to fill the position of town clerk shall be a person qualified by education, training, and previous work experience to perform the duties of the office. Appointment provisions for the clerk’s position shall take effect upon completion of the term of the town clerk in office at the time of charter adoption or upon a sooner vacating of the office.

3-5.2.1 The town manager may remove, suspend, reprimand, or warn the town clerk only for just cause; provided, however, the town clerk shall be given written notice at least 14 days prior to the date of the taking of disciplinary action (removal, suspension reprimand, or warning) which shall specify the reasons for such disciplinary action. The town clerk shall thereafter upon written request be granted a public hearing held by the town council who shall, by a majority of the members present constituting a quorum, vote either to approve or not approve such disciplinary action taken by the town manager. In the event the disciplinary action taken by the town manager is not approved, the action taken against the town clerk shall be dismissed with prejudice and the individual shall be made whole and restored to the position, both economically and in terms of status he or she would have occupied had the disciplinary action not taken place. The decision of the town council shall be final and binding on the parties.

3-5.2.2 Said written request for a public hearing shall be made to the town council or through its office on or before the close of business on the 3rd day following the date of said written notice. Said vote of the town council shall occur no later than 7 days after the public hearing. If, after a written request for a public hearing, said hearing or said vote is not held as provided herein, the action taken against the town clerk shall be dismissed with prejudice.

3-5.2.3 The building commissioner shall be appointed by the town manager. Notwithstanding any provision in the charter to the contrary, the town manager may remove, suspend, reprimand, or warn the building commissioner only for just cause; provided, however, the building commissioner shall be given written notice at least 14 days prior to the date of the taking of disciplinary action (removal, suspension reprimand, warning) which shall specify the reasons for such disciplinary action. The building commissioner shall thereafter upon written request be granted a public hearing held by the town council who shall, by a majority of the members present constituting a quorum, vote either to approve or not approve such disciplinary action taken by the town manager. In the event the disciplinary action taken by the town manager is not approved, the action taken against the building commissioner shall be dismissed with prejudice and the individual shall be made whole and restored to the position, both economically and in terms of status he or she would have occupied had the disciplinary action not taken place. The decision of the town council shall be final and binding on the parties.

3-5.2.4 Said written request for a public hearing shall be made to the town council or through its office on or before the close of business on the 3<sup>rd</sup> day following the date of said written notice. Said vote of the town council shall occur no later than 7 days after the public hearing. If, after a written request for a public hearing, said hearing or said vote is not held as provided herein, the action taken against the building commissioner shall be dismissed with prejudice.

SECTION 3-6: REMOVAL OR SUSPENSION OF OFFICERS AND EMPLOYEES BY THE TOWN MANAGER

3-6.1 The town manager, after consultation with the appropriate agency or department head, as applicable, may remove, suspend or discipline any person appointed by the town manager. The decision of the town manager shall be final, it being the intention of this provision to vest all authority and to fix all responsibility for such suspension or removal solely in the town manager; provided, however, except as otherwise provided in Section 3-5.2.1 and Section 3-5.2.3, that any such removal, suspension or other disciplinary action shall be in accord with the applicable provisions of G.L. c. 31 concerning a position recognized by the town as being subject to the jurisdiction of the civil service law, so-called, or any collective bargaining agreement or other employment contract in force and effect to which an employee has rights as a bargaining unit member, or any personnel ordinance that is in force and effect and of application to such employee at the time of such disciplinary action is being taken.

SECTION 3-7: COMMUNICATIONS

3-7.1 Communications to the Town Council. The town manager shall submit to the town council and make available for public distribution the annual report as referenced in Section 9-8. The town manager shall, from time to time throughout the year, by written communication, report on and recommend to the town council for its consideration such measures as, in the judgment of the town manager, are in the best interest of the town. The town manager shall, from time to time throughout the year, by written communications, keep the town council informed of the financial condition of the town and shall regularly report to the town council concerning substantive fiscal, financial, or other issues of significant interest to the town.



## SECTION 3-8: TEMPORARY ABSENCE OF THE TOWN MANAGER

3-8.1 Delegation of Authority by Town Manager. The town manager may authorize any subordinate officer or employee of the town to exercise any power or perform any function or any duty of the town manager that is assigned by this charter. The town manager may rescind or revoke any such authorizations previously made, provided, however, that all acts performed under any such delegation of authority during such period of authorization shall be and remain the acts of the town manager. Nothing in this section shall be construed to authorize a town manager to delegate the power of appointment.

3-8.2 Temporary Absence. During the temporary absence of the town manager for periods of 10 days or less, the town manager shall, by a letter filed with the town council and a copy filed with the town clerk, designate a qualified town officer or town employee to serve as acting town manager and to serve only when the needs of the town require and only to the extent necessary under the circumstances.

3-8.3 Acting Town Manager. Whenever, by resignation, removal from office or otherwise, the position of town manager is vacant, the town council shall appoint an acting town manager for a term not to exceed 4 months; provided, however, 2 renewals, each individually not to exceed a 4 month term extension, may be granted by majority vote of the town council. The powers of the acting manager shall be as provided in Article 3, section 3-8.4.

3-8.4 Powers of Acting Town Manager. The acting town manager shall have only those powers of the town manager as are essential to conduct the business of the town in an orderly and efficient manner and on which action may not be delayed. The acting town manager shall have no authority to make any permanent appointment or removal from town service unless the appointment of the acting town manager shall extend beyond 4 months.

## SECTION 3-9: REMOVAL OF TOWN MANAGER

3-9.1 The town council, by an affirmative vote of 2/3 of the full council may terminate, remove or suspend the town manager from office in accordance with the following procedure:

3-9.1.1 Prior to removal or termination the town council shall adopt a preliminary resolution of removal by an affirmative vote of at least 2/3 of the full town council. The preliminary resolution may suspend the town manager for a period not to exceed 30 days. A copy of the resolution shall be delivered to the town manager forthwith. If so requested by the town manager, town council shall provide a written statement setting forth the reasons for the removal or termination.

3-9.1.2 Within 5 days after the receipt of the preliminary resolution, the town manager may request a public hearing by filing a written request for such hearing with the town council. If such a hearing is requested, the hearing shall be held at a meeting of the town council not later than 20 days from the date of request. At such hearing the town manager shall be entitled to address the town council and make comments related to the preliminary resolution. If the town manager does not request a public hearing, the town council may adopt a final resolution of removal, which may be effective immediately, by an affirmative vote of 2/3 of the full town council at any time after 10 days following the date of delivery of a copy of the preliminary resolution to the town manager. If the town manager requests a public hearing, the town council may, at the conclusion of the hearing or within 5 days of the conclusion of the hearing, adopt a final resolution of removal by an affirmative vote of 2/3 of the full town council.

3-9.1.3 The town council may suspend by an affirmative vote of 2/3 of the full town council, the removal of the town manager pending and during any public hearing requested by the town manager. The town manager shall continue to receive a salary until the final date of removal becomes effective unless provided otherwise. The action of the town council in terminating, removing or suspending the town manager shall be final.

## 3-10: TOWN MANAGER SEARCH COMMITTEE

3-10.1 The town council shall fill a vacancy in the office of town manager as soon as possible. Pending appointment of the town manager or the filling of any vacancy, the town council shall forthwith within 30 days of receipt of notice that a permanent vacancy in the office of town manager exists, appoint a screening committee of 7 members. Each member so appointed must be a resident of the town at the time of such appointment and continuously maintain such residency during the candidate recruitment and selection process. The town council shall determine the method and manner of the recruitment and selection process in accordance with customarily accepted executive employment search standards and principles. No member of the town council shall serve as a member of the search committee.

3-10.2 Not more than 14 days after the appointment of the search committee members, the town clerk shall call and convene a meeting of the search committee members who shall meet (1) to organize and to implement a search process in accordance with

guidelines and or directives provided by the town council; and, (2) to advertise the vacancy and solicit candidates for the office of town manager.

3-10.3 The screening committee shall review all applications that are timely received by it, screen all applications by reviewing and verifying work records, academic and professional credentials and such other relevant credentials as related to the requirements of section 3-1.1 of this charter.

3-10.4 Not more than 90 days after the date on which the committee meets to organize, the committee shall submit to the town council the names of not fewer than 3, but not more than 5 persons whom it believes to be the best qualified and suited in terms of training and experience to perform the duties of the town manager. The town council shall, within 30 days after the date of its receipt of the list of nominees, select a candidate from the said list to fill the position of town manager or reject the list of nominees in total and direct that the committee resume the search.

3-10.5 Upon appointment of a town manager the search committee established hereunder shall be deemed to have fulfilled its obligations under this charter and shall, thereafter, be immediately dissolved.

### 3-11: RESIDENCY OF TOWN MANAGER

3-11.1 The town manager need not be a resident of the town or of the commonwealth at the time of appointment but shall establish residence within a 30 mile radius of the town's boundaries within 6 months following appointment, unless the time to establish residency is extended by the town council acting in its discretion.

## ARTICLE 4: ELECTED TOWN BOARDS AND OFFICERS

### SECTION 4-1: GENERAL PROVISIONS

4-1.1 It is the intent of this charter that the boards elected by the voters or appointed under the charter, respectively establish and maintain cordial and effective working relationships with the town manager and town council to assure timely and responsive communication and cooperation in the administration and implementation of all town services and programs.

4-1.2 In addition to the town council, members and representatives of town boards to be elected by the voters of the town shall be 5 members of the school committee, 5 members of the planning board, 5 members of the board of health; 6 members of the board of trustees of the public library; 4 elected representatives of the housing authority as established by law and/or inter-municipal agreement; (which is not a town board but the town elects 4 representatives); and such representatives of the shawsheen technical regional district school committee as may be established by law or inter-municipal agreement, and such other regional authorities, districts, or committees as may be established by law or inter-municipal agreement. Voters shall elect the following town offices for the terms as provided herein: town council shall be 3 years; school committee shall be 3 years; planning board shall be 5 years; board of health shall be 3 years; board of trustees of the public library shall be 3 years; housing authority shall be as state law provides; and, the representatives of the shawsheen technical regional district school committee shall be as provided within the district agreement. All such terms shall begin on the first day following a candidate's election, along with being sworn in and shall continue until a successor is qualified. Each board's terms of office shall be staggered in accordance with the transition provisions in Article 10, Section 10-6.

4-1.3 The town council shall by ordinance, establish an annual salary and expense allowance for its members and any elected board or committee in town which receive stipends. No ordinance increasing such salary or expense allowance shall be effective, however, unless it shall have been adopted by a two-thirds vote of the full town council and ratified by the voters at an annual town election.

### SECTION 4-2: SCHOOL COMMITTEE

4-2.1 Authority. The school committee shall have general charge and superintendence of the public schools of the town. The school committee shall have all powers and duties which are conferred on school committees by general laws and such additional powers and duties as may be provided by the charter, by law, or by ordinance not inconsistent with said general laws. In furtherance thereof, the school committee shall administer and manage the public schools of the town, appoint a superintendent of schools; control all school buildings and grounds under its jurisdiction; make reasonable rules for the management of the public schools of Tewksbury and adopt reasonable rules for the conducting of the business of the school committee.

4-2.2 Expenses. Subject to the school department appropriation, the members of the school committee shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.



4-2.3 Prohibition. Unless such service may otherwise be authorized by law, no member of the school committee shall hold any other office or position under the jurisdiction of the school committee for which a salary or other emolument is payable from the town treasury.

4-2.3.1 No school committee member shall hold any town compensated non-elected office or employment until 1 year following the date on which his or her service as a member of the school committee has terminated, but this shall not prevent a town or school department officer or employee who has taken a leave of absence from such office or employment from resuming the same office or employment following service as a member of the school committee.

#### SECTION 4-3: PLANNING BOARD

4-3.1 Powers and Duties. The planning board shall have the responsibility to make studies of the resources and planning needs relating to the future growth and development of the town as authorized by general law. The board shall have the power to regulate the subdivision of land within the town by the adoption of rules governing such development.

4-3.2 In addition thereto, the planning board shall act as special permit granting authority pursuant to G.L. c. 40A and have all powers which are conferred on planning boards by general laws and such additional powers and duties as may be provided by the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws.

#### SECTION 4-4: BOARD OF HEALTH

4-4.1 Powers and Duties. The board of health shall be responsible for the formulation and enforcement of rules concerning public health. The board shall have all the powers and duties given to boards of health by the general laws of the commonwealth, the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws.

#### SECTION 4-5: SHAWSHEEN TECHNICAL REGIONAL DISTRICT SCHOOL COMMITTEE

4-5.1 Composition, Term of Office. The shawsheen technical regional district school committee is presently a 10 member regional school committee which serves the Towns of Bedford, Billerica, Burlington, Tewksbury and Wilmington with members elected from the Town of Tewksbury for a 3 year term.

#### SECTION 4-6: BOARD OF LIBRARY TRUSTEES

4.6.1 Composition Term of Office. The board of library trustees has 6 members, serving staggered terms such that 2 members shall be elected annually.

4-6.2 General Powers and Duties. The board of trustees of the public library shall have all powers that are conferred on library trustees by the general laws of the commonwealth and such additional powers and duties as may be provided by the charter or by ordinance not inconsistent with said grant of powers conferred by said general laws.

#### SECTION 4-7: HOUSING AUTHORITY

4-7.1 Composition, Term of Office. The housing authority presently is composed of 5 representatives serving terms of 5 years each, so arranged that the term of 1 representative expires each year. Four representatives are elected by the voters of the town and the 5<sup>th</sup> representative is appointed as provided by the general laws.

#### SECTION 4-8: MODIFICATION OF POWER AND DUTIES OF ELECTED BOARDS

4-8.1 The additional powers and duties of each elected board enumerated in this Article 4, as may be provided by the charter, or ordinance not inconsistent with said grant of powers conferred by said general laws, shall not be modified, deleted or otherwise changed, except by an affirmative vote of 2/3 of the full town council.

4-8.2 If the town council desires to convert any current elected board from elected to appointed status, both the town council and the towns voters at an annual town election must vote in the affirmative on such change.

### ARTICLE 5: ORGANIZATION

#### SECTION 5-1 ADMINISTRATIVE ORGANIZATION



5-1.1 Organization of Town Agencies. The organization of the town into operating agencies for the provision of services and the administration of government may be accomplished through either of 2 methods provided in SECTION 5-1 & 5-2 OF THIS CHARTER.

5-1.2 Ordinance. Subject only to the express prohibitions in laws of the commonwealth or the provisions of this charter, the town council by at least a 2/3 affirmative vote of the full town council may by ordinance, reorganize, consolidate, create, merge, divide or abolish any town agency, in whole or in part, establish such new town agencies as it deems necessary or advisable, determine the manner of selection, the term of office and prescribe the functions of all such agencies as deemed necessary, and may for such purposes transfer the duties and powers, and so far as is consistent with the use for which the funds were intended, transfer the appropriation of one agency to another.

#### SECTION 5-2 EXECUTIVE REORGANIZATION

5-2.1 The town manager may, from time to time, prepare and submit to the town council for its consent plans for the organization or reorganization of town departments, boards, committees, commissions and offices for which the town manager is the appointing authority. The town manager shall consult with the appropriate independently elected board or committee prior to submitting any plans of organization or reorganization to the town council. Such plans may reorganize, create, consolidate or abolish committees, commissions, boards, offices, departments, and agencies under supervision of the town manager, in whole or in part, may establish new committees, commissions, boards, offices, departments, and agencies as deemed necessary, and may for such purposes transfer the duties and powers, and so far as is consistent with the use for which the funds were intended, transfer the appropriation of one agency to another.

5-2.1.1 The town council shall hold one or more public hearings on the plan giving notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, which notice shall describe the scope of the plan and the time and place at which the public hearing will be held, not less than 7 or more than 14 days following said publication. An organization or reorganization plan shall become effective at the expiration of 60 days following the date the plan is submitted to the town council unless the town council, by an affirmative vote of 2/3 of the full town council, within such period vote to disapprove the plan. The town council shall vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

#### SECTION 5-3 REPETITIVE PROPOSALS

5-3.1 Whenever a reorganization proposal becomes effective, whether under the provisions of section 5-1 or 5-2, no proposal to again reorganize which encompasses substantially the same subject matter shall be acted upon within 18 months following the first reorganization, except on the petition of the town manager.

#### SECTION 5-4 PUBLICATION OF ADMINISTRATIVE CODE AND PERSONNEL ORDINANCE

5-4.1 For the convenience of the public, the administrative code and any amendments thereto shall be printed as an appendix to, but not an integral part, of the ordinances of the town of Tewksbury.

#### SECTION 5-5 PERSONNEL ADMINISTRATION

5-5.1 The town manager shall adopt rules establishing a personnel system. The personnel system shall make use of modern concepts of personnel management and may include, but not be limited to, the following elements: a method of administration; personnel policies specifying the rights, obligations and benefits of employees; a classification plan; a compensation plan; a method of recruiting and selecting employees based upon merit principles; a centralized record keeping system; a performance evaluation system; disciplinary procedures; affirmative action plan; employee handbook, and other elements that are determined necessary.

5-5.2 All town agencies and positions shall be subject to the rules adopted under this section excluding employees of the school department.

#### ARTICLE 6: FINANCE AND FISCAL PROCEDURES

##### SECTION 6-1: ANNUAL OPERATING BUDGET

6-1.1 The town manager shall establish policy and procedures for the preparation of the town's fiscal year operating budget. All agencies of the town shall follow the schedule and budget preparation procedures set by the town manager.

6-1.2 Annual Operating Budget Policy. The president of the town council shall call a meeting of the town council prior to the commencement of the budget process, but not later than November 30, to review the financial condition of the town,

revenue and expenditure forecasts, and other information relevant to the budget process. The president also shall invite the town manager, school committee, superintendent of schools and the finance committee to attend this meeting. Subsequent to this meeting, the town council shall meet with the town manager to set policy goals. Based on these goals, the town manager shall (1) annually develop budgetary goals to be employed in the construction of the proposed annual operating budget, and (2) develop with the superintendent of schools an annual policy agreement pertaining to the allocation of the projected revenue between the general government operations and the school department operations. Said agreement shall be subject to review and approval of the school committee and the town council.

6-1.3 Submission of Operating Budget. The town manager shall timely submit to the town council a proposed operating budget for all town agencies, which shall include the proposed school budget as adopted by the school committee, for the ensuing fiscal year with an accompanying budget narrative and supporting documents. The budget narrative submitted by the town manager shall categorize the budget in fiscal terms and in terms of work programs for all town agencies. It shall outline the proposed fiscal policies of the town for the ensuing fiscal year; describe important features of the proposed budget and indicate any major variations from the current budget, fiscal policies, expenditures and revenues together with the reasons for such changes, summarize the town's debt position, and include such other material as the town manager deems desirable or the town council may require.

6-1.3 Operating Budget Purpose. The operating budget shall annually serve the following essential purposes:

A policy document, identifying the town's challenges, programs, and financial goals and policies;

A financial plan, presenting the town's current financial condition, comparing all revenues and expenditures for the prior year, current year, and ensuing year, including the basis for economic assumptions and projecting the town's financial condition at the end of the budget period;

An operations guide, describing municipal services and operations, such as police and fire protection, education, maintenance of streets, parks, water and sewer systems and identifying measures of activity, effectiveness and efficiency for individual programs or departments; and

A public information document, communications device, articulating the town's challenges and priorities for the coming year and summarizing for taxpayers and other interested individuals and organizations how the town's programs, services, and finances will meet those challenges and accomplish those goals.

6-1.3.1 The proposed budget shall provide a complete fiscal plan of all town funds and activities and shall be in the form the town manager deems desirable.

6-1.3.2 The proposed budget as adopted by the school committee shall be submitted to the town manager at least 30 days prior to the submission of the proposed annual operating budget to the town council.

6-1.3.3 The town manager shall prepare and submit the annual operating budget to the town council. The town council shall have one or more public hearings on the proposed budget. Copies shall be made available for public review not less than 10 days prior to the public hearing.

6-1.4 Operating Budget Adoption. The town council shall adopt the operating budget, with or without amendments, within 60 days following the day the proposed operating budget is received by it, or such other period as may be provided by general law, but, not later than the close of the fiscal year. In amending the operating budget the town council may delete or decrease any programs or amounts, except expenditures required by law or for debt service. If the town council fails to take any action with respect to any item in the proposed operating budget within 60 days following the date of its receipt, or such other period as may be provided by general law, such amount shall, without any action by the town council, become a part of the appropriations for the ensuing fiscal year and shall be available for the purposes specified.

6-1.4.1 The town council may add budget items or increase funding for budget items as generally described in G.L. c. 44, §§ 32 and 33, for items not funded in the town manager's proposed budget; provided however the total budget does not increase the town manager's proposed budget in any fiscal year.

6-1.5 Supplementary Budgets and Appropriations. Whenever the town manager shall submit to the town council a request for an appropriation of any sum of money, whether as a supplement to the annual operating budget or for an item or items not included therein, the town council shall not act upon such request until it has (1) given notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site of the request, and (2) held a public hearing concerning such request. The publication and the public hearing shall be in conformity with the provisions of section 6-1 concerning the proposed annual operating budget.

6-1.6 Long Term Financial Forecast. The town manager shall annually prepare a 5 year financial forecast of town revenue, expenditures and the general financial condition of the town. The forecast shall include, but not be limited to, an identification of factors which will have an impact on the financial condition of the town, and the town's revenue and expenditure trends;



potential sources of new or expanded revenues and any long or short term actions which may be taken that will enhance the financial condition of the town. The forecast shall be submitted to the town council and shall be available to the public for inspection.

## SECTION 6-2: CAPITAL IMPROVEMENTS PLAN

6-2.1 Capital Improvement Plan. The town manager shall, in conjunction with the finance committee, or any other committee established for such purpose, if any, annually submit a capital improvement plan to the town council at least 90 days prior to the date for submission of the operating budget, unless some other schedule is provided by ordinance.

6-2.2 Contents. The capital improvement plan shall include: (1) a summary of its contents; (2) an itemization of all capital improvements, including those of the school department, proposed to be undertaken during the next 5 fiscal years with supporting data; (3) cost estimates, method of financing, and recommended time schedules; and, (4) the estimated annual cost of operating and maintaining the facilities included.

6-2.3 Public Hearing. The town council shall publish in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, in the town a summary of the capital improvement plan and a notice stating: (1) the times and places where copies of the capital improvement plan are available for inspection by the public; and, (2) the date, time and place not less than 14 days after such publication, when a public hearing on said plan will be held by the town council.

6-2.4 Approval of Capital Budget Items. The town manager shall prepare and submit a proposed capital expenditure budget for each fiscal year, either as a component of the annual budget, or as a separate document. The town council shall vote on the annual capital budget, as presented by the manager, provided, however, that each amendment must be voted separately and that any increase in the annual capital improvement budget as submitted must clearly identify the method of financing proposed to accomplish such increase.

## SECTION 6-3: ANNUAL AUDIT

6-3.1 The town council shall provide for an annual audit of the books and accounts of the town to be made by a certified public accountant, or firm of accountants, who have no personal interest, direct or indirect, in fiscal affairs of the town government or any of its offices.

## ARTICLE 7: ELECTIONS AND ELECTION-RELATED MATTERS

### SECTION 7-1: TOWN ELECTIONS: GENERAL

7-1.1 The annual town election shall be held on the first Tuesday in April of each year between the hours of 7:00 a.m. to 8:00 p.m. at a place or places to be fixed by vote of the town council.

### SECTION 7-2: NON-PARTISAN ELECTIONS

7-2.1 All elections for town offices shall be non-partisan and election ballots shall be printed without party affiliation, mark, emblem, or other designation.

### SECTION 7-3: APPLICATION OF MASSACHUSETTS GENERAL LAW

7-3.1 Except as expressly provided in the charter, all town elections shall be governed by the general laws of the commonwealth.

### SECTION 7-4: DISTRICTS

7-4.1 The territory of the town shall be divided into 4 districts, each to be composed of adjacent existing precincts so established as to consist of as nearly an equal number of inhabitants as it is possible to achieve based on compact and contiguous territory, bounded as far as possible by the center line of known streets or ways or by other well-defined limits. The town council shall from time to time, but at least once in each 10 years, review these districts to insure their uniformity in number of inhabitants.

## ARTICLE 8: FREE PETITION; INITIATIVE; REFERENDUM; RECALL, OPEN MEETING

### SECTION 8-1: CITIZEN INITIATIVE MEASURES



8-1.1 Commencement of Proceedings. Initiative procedures shall be started by the filing of an initiative petition with the town clerk. The petition shall be addressed to the town council or the school committee, shall contain a request for passage of a particular measure set forth in the petition and shall be signed by not less than 5% of the total number of voters.

8-1.1.1 Signatures to initiative petitions need not be all on one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the town clerk as one instrument, with the endorsement thereon of the names and addresses of the persons designated as filing the same. With each signature to the petition, shall be stated the place of residence of the signer, giving the street and number, if any.

8-1.1.2 Within 10 days of the filing of said petition the registrars of voters shall ascertain by what number of voters the petition is signed, and shall attach thereto their certificate showing the result of such examination.

8-1.1.3 The town clerk shall forthwith transmit the said certificate with the said petition to the town council or to the school committee, as appropriate, and at the same time shall send a copy of said certificate to the persons designated on the petition as filing the same.

8-1.1.4 When such certificate has been so transmitted, said petition shall be deemed to be valid unless written objections are made with regard to the signatures thereon by a voter within 48 hours after such certification by filing such objections with the town council or the school committee, as appropriate, and a copy thereof with the registrars of voters. Any such objection shall be determined forthwith by the board of registrars.

8-1.2 Referral to Town Attorney. If the town clerk determines that a sufficient number of signers are voters, the town clerk shall forthwith transmit a copy of the petition to the town attorney.

8-1.2.1 Within 15 days after receipt by the town attorney of the petition the town attorney shall advise the town clerk in writing whether the measure may be proposed by initiative procedures and whether it may lawfully be passed by the town council or the school committee. If the opinion of the town attorney is that the measure may not lawfully be passed, the town attorney shall state the reason or reasons therefore in said reply. The town clerk shall forthwith furnish a copy of the town attorney's opinion to the person designated on the petition as filing the same, and to the town council or school committee, as the case may be.

## SECTION 8-2: INITIATIVE PETITION; REQUIREMENTS FOR PASSAGE AND SUBMISSION TO ELECTORATE

8-2.1 If any initiative petition is signed by voters equal in number to at least 5% of the total number of voters, and in the opinion of the town attorney, such measure applicable to the town council may lawfully be passed by the town council or such measure applicable to the school committee may lawfully be passed by the school committee, as the case may be. The town council or the school committee within 20 days after the date of the certificate of the registrars to that effect (1) may pass said measure without alteration, subject to the referendum vote provided by this charter; or, (2) the town council shall call a special election to be held on a date fixed by not less than 45 nor more than 65 days after the date of the certificate hereinbefore mentioned, and shall submit the proposed measure without alteration to a vote of the voters at that election; provided, that if any town election is otherwise to occur within 120 days after the date of said certificate, the town council may, at its discretion, omit the calling of a special election and submit the proposed measure to the voters at such election.

8-2.1.1 The ballots used when voting upon a proposed measure under this section shall state the nature of the measure in terms sufficient to show the substance thereof.

## SECTION 8-3: CITIZEN REFERENDUM PROCEDURES; REFERENDUM PETITION; EFFECT ON FINAL PASSAGE

8-3.1 The petition described in this section shall be termed a referendum petition and section 8-1 shall apply to the procedure in respect thereto, except that the words "measure or part thereof protested against" shall for this purpose be understood to replace "measure" in said section whenever it may occur, and "referendum" shall be understood to replace the word "initiative" in said section.

8-3.2 If within 20 days after the final adoption of any measure a petition signed by not less than 150 voters, and addressed to the town council or to the school committee, as the case may be, protesting against such measure or any part thereof taking effect, is filed with the town clerk, the same shall thereupon and thereby be suspended from taking effect; and the town council or the school committee, as the case may be, shall immediately reconsider such measure or part thereof; and if such measure or part thereof is not entirely rescinded the town council shall submit the same, by the method herein provided, to a vote of the

voters either at the next regular town election, or at a special election which may, in its discretion, be called for the purpose and such measure or part thereof shall forthwith become void unless a majority of the voters voting on the same at such election vote in favor thereof.

#### SECTION 8-4: REQUIRED VOTER PARTICIPATION

8-4.1 For any measure to be effective under initiative procedure and for any measure to be declared void under any referendum procedure at least 15% of the voters shall vote at an election upon which an initiative or referendum question is submitted.

#### SECTION 8-5: MEASURES NOT SUBJECT TO INITIATIVE AND REFERENDUM

8-5.1 Measures which include the following subject matter shall not be subject to initiative and referendum procedures:

- (a) revenue loan orders;
- (b) appropriations for the payment of debt or debt service;
- (c) internal operational procedures of the town council and the school committee;
- (d) emergency measures;
- (e) the town budget as a whole or the school committee budget as a whole;
- (f) appropriation of funds to implement a collective bargaining agreement;
- (g) procedures relating to election, appointment, removal, discharge or any other personnel action;
- (h) proceedings providing for the submission or referral of a matter to the voters at an election;
- (i) memorial resolutions and other votes constituting ordinary, routine matters not suitable as the subject of a referendum petition; and
- (j) any refinancing of an existing loan authorization for the purpose of achieving a lower rate of interest and/or extending the term of repayment

#### SECTION 8-6: SUBMISSION OF PROPOSED MEASURE TO VOTERS

8-6.1 The town council may, of its own motion, and shall, upon request of the school committee if a measure originates with that committee and pertains to the affairs under its administration, submit to a vote of the voters for adoption or rejection at the annual or special town election any proposed measure, or a proposition for the repeal or amendment of any measure, in the same manner and with the same force and effect as are hereby provided for submission on petition.

Notwithstanding the provisions of 8-5.1 the school committee may request, on or before April 15<sup>th</sup> in any fiscal year, that the school committee budget for the next following fiscal year be voted on at a town election prior to the commencement of the next fiscal year. At such election the voters shall choose either the salary and operating budget submitted by the town council or the alternative salary and operating budget presented by the school committee.

8-6.2 The town council may, of its own motion, submit to the voters at any regular town election non-binding ballot questions, propositions, or opinion polls.

#### SECTION 8-7: MEASURES WITH CONFLICTING PROVISIONS

8-7.1 If two or more proposed measures passed at the same election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

#### SECTION 8-8: FREE PETITION

8-8.1 Individual Petitions; Action Discretionary. The town council and the school committee shall receive all petitions which are addressed to them and signed by a voter and may, in their discretion, take such action with regard to such petitions as they deem necessary and appropriate.

8-8.2 Group Petitions; Action Required. The town council or the school committee, as the case may be, shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by not less than 150 voters. The hearing shall be held by the town council or the school committee, or, in either case, by a committee or subcommittee thereof and the action by the town council or school committee shall be taken not later than 45 days after the petition is filed with the town clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The town clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice by publication in a newspaper of general circulation, posted on the town bulletin board, and posted on the town's official web site, at least 7 days prior to all such hearings shall also be made, and shall be at public expense. No hearing shall be heard upon any one subject more than once in any given 12 month period.



## SECTION 8-9: OPEN MEETING OF THE VOTERS

8-9.1 The town council may call meetings of the voters of the town. Upon the request in writing of not less than 150 voters setting forth the specific purposes thereof, the town council shall within 30 days call a meeting of the voters. Said form of petition requesting the meeting shall be issued by the town clerk. Within 10 days of filing, the town clerk shall certify that the petition contains the number of required signatures. The president of the town council or other designee of the town council shall preside and regulate the proceedings of such meetings. The president of the town council shall cause the attendance of town officials and employees necessary to respond to the issues and concerns raised by petitioners.

## SECTION 8-10: LIMITS TO RE-ENACT OR ABOLISH

8-10.1 The town council shall not re-enact ordinances, orders, or resolutions rejected by voters at an election using the referendum process provided in this charter for a period of at least 2 years following such election. The town council shall not modify or abolish ordinances adopted by voters at elections where one or more initiatives have been adopted using the initiative process provided in this charter for a period of at least 2 years.

## SECTION 8-11: RECALL ELECTIONS

### Recall of Elected Office Holders

8-11.1 Application. Any person, who holds an elected office with more than 6 months remaining in the term of office, may be recalled from the office by the voters in the manner provided in this section.

8-11.1.1 Recall Affidavit Petitions for Officer Elected At large. One hundred and fifty or more voters may file with the town clerk an affidavit containing the name of the officer elected at large whose recall is sought and a statement of the grounds upon which the petition is based.

8-11.1.2 Recall Affidavit for Officer Elected by District. Fifty or more voters residing within the district may file with the town clerk an affidavit containing the name of the officer elected by district whose recall is sought and a statement of the grounds upon which the petition is based.

8-11.1.3 Recall Petition: If said affidavit is determined to be valid, the town clerk shall thereupon deliver to the 10 persons first named on such petitions, petition blank forms demanding such recall. The blank forms shall be addressed to the town council; they shall contain the names of the 10 persons to whom they are issued and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to the office; they shall be dated and signed by the town clerk. The recall petitions shall be returned to the office of the town clerk within 20 days following the date they are issued, signed by at least 10% of the number of the voters at the time of the previous annual town election for at-large councilors. For district councilors the petition needs to be signed by at least 10% of the number of district voters at the time of the previous annual town election.

8-11.1.4 The town clerk shall, within 24 hours following such filing, submit the petitions to the board of registrars which shall within 5 days thereafter, certify thereon the number of signatures which are the names of voters.

8-11.2 Recall Elections. If the petitions shall be certified by the board of registrars to be sufficient, the town clerk shall forthwith submit the same with the town clerk's certificate to the town council. Upon its receipt of the certified petitions, the town council shall forthwith give notice, in writing, of said petition to the officer whose recall is sought. If said officer does not resign the office within 5 days following delivery of said notice, the town council shall order a special election to be held not less than 65 days nor more than 90 days after the date of the certification of the town clerk that the petition is sufficient. A recall election for a district officer shall be held only in the affected district. If a vacancy occurs in the office after a recall election has been ordered, the election shall nevertheless proceed under this section, but only the ballots for candidates need be counted.

8-11.2.1 Nomination of Candidates. The nomination of all candidates, the publication of the warrant for the recall election and the conduct of the recall election shall be in accordance with this charter and the general laws regulating elections.

8-11.2.2 Propositions on the Ballot. Ballots used at the recall election shall state the proposition in the order indicated:

"Shall [here insert the name and title of the elective officer whose recall is sought] be recalled?"

Yes\_\_\_ No\_\_\_

If a majority of the votes cast upon the question of recall is in the affirmative, such elected officer shall be recalled. No recall election shall be effective unless at least 15% of those entitled to vote shall have voted.

8-11.2.3 Adjacent to each proposition shall be a place to vote for either of said propositions. After the said proposition shall appear the word "candidates" and the names of candidates arranged as prescribed by law. If a majority of the votes cast on the



proposition is against the recall the votes for the candidates need not be counted. If a majority of the votes cast is in favor of the recall the votes for candidates shall be counted and the candidate receiving the highest number of votes shall be declared elected.

8-11.3 Officeholders. The incumbent shall continue to hold his or her office and to perform his or her duties until the recall election. If he or she is then not recalled he or she shall continue in his or her office for the remainder of his or her unexpired term, subject to recall under Section 8-11.4.

8-11.3.1 Any person, who holds an elected office with more than 6 months remaining in the term of office, who is recalled from the office by the voters in the manner provided in this section, shall not be eligible to be nominated as a candidate for election to the recalled office.

8-11.3.2 If the officer is recalled, he or she shall be deemed removed upon the certification of the election results. The candidate who receives the highest number of votes shall serve for the balance of the unexpired term.

8-11.4 Repeat of Recall Petition. No recall petition shall be filed against an officer within 6 months after taking office, or in the case of an officer subjected to a recall election and not recalled thereby, until at least 6 months after the election at which the recall was submitted to the voters.

ARTICLE 9: GENERAL PROVISIONS

SECTION 9-1: CHARTER CHANGES

9-1.1 This charter may be replaced, revised or amended in accordance with any procedure made available under the constitution of the commonwealth (Article LXXXIX), or by statutes enacted in accordance with the constitution of the commonwealth; provided that any replacement, rescission or amendment must be ratified by the voters at an annual town election or at such election as the council shall determine. In addition any change affecting the size, composition, or term of the town council, and other elected boards and committees, must also be ratified by the voters at an annual town election or at such election as the council shall determine.

SECTION 9-2: SEVERABILITY

9-2.1 The provisions of this charter are severable. If any provision of this charter is held invalid the other provisions shall not be affected thereby. If the application of this charter, or any of its provisions, to any person or circumstance is held invalid, the application of the charter and its provisions to other persons and circumstances shall not be affected thereby.

SECTION 9-3: RULES OF INTERPRETATION

9-3.1 The following rules shall apply when interpreting the charter:

9-3.1.1 Specific Provisions to Prevail. To the extent that any specific provision of the charter shall conflict with any provision expressed in general terms, the specific provision shall prevail.

9-3.1.2 Number and Gender. Words imparting the singular number may extend and be applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender.

9-3.1.3 References to General Laws. All references to general laws or laws of the commonwealth contained in the charter refer to the general laws of the commonwealth of massachusetts and are intended to refer to and to include any amendments or revisions to such chapters or sections, or to the corresponding chapters and sections of any rearrangement, recodification, or revision of such statutes enacted or adopted subsequent to the adoption of this charter.

9-3.1.4 "Counting of Days" – If the number of days referenced is five or less, only business days shall be counted, not including Saturdays, Sundays, and holidays, and if more than 5 days, every day shall be counted.

SECTION 9-4: RULES

9-4.1 A copy of all rules adopted by any town agency shall be placed on file in the offices of the town manager and town clerk and shall be available for review by any person who requests such information at any reasonable time. No rule adopted by any town agency shall become effective until at least 5 days following the date it is so filed.

## SECTION 9-5: PERIODIC REVIEW OF CHARTER AND ORDINANCES

9-5.1 Ordinances: Not later than the 1<sup>st</sup> day of July, at 5 year intervals, in each year ending in a 5 or in a 0, the town manager and town council shall provide for a review to be made of the ordinances of the town for the purpose of preparing a proposed revision or recodification of the same, without substantive change. Such review shall be made by a special committee to consist of 8 members appointed by the town council. The 7 persons appointed shall be voters of the town. The 8<sup>th</sup> person appointed shall be the town clerk, who shall serve ex-officio as an advisor and resource person to the special committee. The town clerk shall not have a vote. The special committee shall file its report with the clerk of the town council and the town clerk, not later than the 1<sup>st</sup> day of May in the year following the year in which the committee is appointed. The recommendations of the special committee shall appear on the town council agenda for action before the fifteenth day of June in said year and if not so scheduled by the clerk of the town council the matter shall come before the town council for action at its next meeting held following the said 15<sup>th</sup> day of June and no other business shall be in order until such report has been acted upon, by roll call vote. The review of town ordinances shall be under the supervision of the town attorney. A revision, recodification or republication of the ordinances shall be made at 5 year intervals. Copies of the revision, recodification, or republication shall be made available to the public at a cost not to exceed the actual cost of such reproduction. In each year between such reenactments, an annual supplement shall be published which shall contain all ordinances and amendments to ordinances adopted in the preceding year, and shall be filed with the clerk of the council and with the town clerk.

9-5.2 Charter: Not later than the 1<sup>st</sup> day of July, at 10 year intervals, in each year ending in a 9, the town manager and town council shall provide for a review to be made of the town charter. Such review shall be made by a special committee to consist of 8 members appointed by the town council. The 7 persons appointed shall be voters of the town. The 8<sup>th</sup> person appointed shall be the town clerk, who shall serve ex-officio as an advisor and resource person to the special committee. The town clerk shall not have a vote. The special committee shall file its report with the clerk of the council and the town clerk, not later than the 1<sup>st</sup> day of May in the year following the year in which the committee is appointed. The recommendations of the special committee shall appear on the town council agenda for action before the 15<sup>th</sup> day of June in said year and if not so scheduled by the clerk of the town council the matter shall come before the town council for action at its next meeting held following the said 15<sup>th</sup> day of June and no other business shall be in order until such report has been acted upon, by roll call vote.

## SECTION 9-6: LIMITATION ON OFFICE HOLDING

9-6.1 No town employee shall simultaneously hold more than one full-time compensated position with the town. Any hours worked in any part-time town position shall not be the same or otherwise conflict with, the hours worked in a full-time town position.

## SECTION 9-7: ENFORCEMENT OF CHARTER PROVISIONS

9-7.1 It shall be the duty of the town manager to see that the provisions of the charter are faithfully followed and that all town agencies and town employees, inclusive of the school department and school department employees, are in compliance. Whenever in the opinion of the town manager, any town agency or town employee is failing to follow any provision of the charter the town manager shall, in writing, cause notice to be given to such agency or employee directing compliance with the charter. If determined by the town council that the town manager has failed to follow the provisions of the charter it shall, by resolution, direct the attention of the town manager to those areas and demand compliance with said charter provisions. The procedures made available in G.L. c. 231A may be used to determine the rights, duties, status, or other legal relations arising under this charter, including any question of construction or validity which may be involved in such determination.

## SECTION 9-8: ANNUAL REPORT OF THE TOWN

9-8.1 Notwithstanding any general law to the contrary, an annual report, which contains a general summary of the activities of all town agencies, shall be based on the town's fiscal year, and shall be published, in accordance with any ordinance governing same, not later than the 31<sup>st</sup> day of October next following the end of the fiscal year. The annual report shall contain reports by the town manager, the town council, the school committee and such other town agencies as may be required by ordinance to provide such reports. The annual report will be made available by the town manager by filing same at the town clerk's office, at the public library and shall be electronically posted on the official town web site.

## SECTION 9-9: NOTICE OF VACANCIES

9-9.1 Whenever a vacancy occurs, or is about to occur, in any town office or town employment, except for positions covered by the civil service law or collective bargaining agreements, that the appointing authority intends to fill and for which there has been made an appropriation and allocations of funds for the filling of that position by the funding authority, the appointing authority shall immediately cause public notice of such vacancy, or impending vacancy, to be posted on the town bulletin board



and electronically on the official town's web site for a period of not less than 14 days. Any person who desires to be considered for appointment to said office or employment may file with the appointing authority a statement in clear and specific terms setting forth such person's qualifications for the position. No permanent appointment to fill a vacancy in an office or employment shall be effective until at least 14 days have elapsed following such posting, and until all persons who have filed statements in application have been considered.

## ARTICLE 10: TRANSITIONAL PROVISIONS

### SECTION 10-1: CONTINUATION OF EXISTING LAWS

10-1.1 All general laws, special laws, town by-laws, votes, rules of or pertaining to the town which are in force when the charter takes effect and which are not specifically or by implication repealed directly or indirectly by adoption of this charter, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

### SECTION 10-2: CONTINUATION OF GOVERNMENT

10-2.1 All functions, duties, and requirements of all town officers, boards, agencies, or commissions shall continue until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another town agency in accordance with the provisions of the charter.

### SECTION 10-3: CONTINUATION OF PERSONNEL

10-3.1 Any person holding a town office, or a position in the administrative service of the town, or any person holding full time employment under the town, shall retain such office or position or employment, and shall continue to perform the duties of such office, position or employment until provision shall have been made for the performance of those duties by another person or agency; provided, however, no person in the permanent full time service to the town shall forfeit his or her pay grade, or time in town service. All such persons shall be retained in a capacity as similar to the capacity in which they were serving at the time this charter is adopted as is practicable, except as may otherwise be provided in the charter.

### SECTION 10-4: CONTINUATION OF OBLIGATION

10-4.1 All official bonds, obligations, contracts and other instruments entered into or executed by or to the town before the adoption of the charter; and all taxes, special assessments, fines, penalties, forfeitures incurred or imposed, due or owing to the town, shall be enforced and collected; and all writs, prosecutions, actions and causes of action, except as herein otherwise provided, shall continue without abatement and remain unaffected by the charter. No legal action done by or in favor of the town shall be rendered invalid by the adoption of the charter.

### SECTION 10-5: TIME OF TAKING EFFECT

10-5.1 The charter shall take effect on January 1 of the year following the year in which it is adopted by the voters. Unless otherwise specified in the charter, all provisions are to be implemented within 90 days of the time of taking effect.

### SECTION 10-6: TRANSITIONAL ELECTIONS;

10-6.1 All members of the board of selectmen in office at the time this charter takes effect shall remain in office until the initial meeting of the town council following the annual town election. At that time, the board of selectmen shall be abolished, and upon the initial meeting of the town council, no town meeting may be called or held unless in accordance with Article 8 section 8-9 of this charter. The town council shall immediately assume all duties and responsibilities of the town's legislative body. Following the election of the town council, the position of town moderator shall be abolished, and the term of the current moderator terminated.

10-6.2 Those members of the board of selectmen still in office at the time this charter takes effect shall continue to serve as councilors at large for the remainder of the term to which elected. Upon the taking of office of the entire town council following its initial election, the office of board of selectmen shall be abolished, and those members of the board of selectmen referenced herein will take the oath of office to serve as a town councilor at large for the remainder of the term to which they were originally elected.

10-6.3 On the 1<sup>st</sup> Tuesday in April in the year in which the charter takes effect, the annual town election shall be held and 6 members of the town council, 4 from districts and 2 at large, shall be elected as follows:



10-6.3.1 The 3 selectmen with 1 and 2 years remaining on their terms will take office as councilors at large. Those selectmen with 2 years remaining on their terms to which originally elected shall serve for 2 years, and the selectmen with 1 year remaining on the term to which originally elected shall serve for 1 year.

10-6.3.2 Two councilors at large shall be elected, for 3 year terms. The highest and next highest vote total among the candidates seeking election to the town council as at large candidates for a 3 year term shall be declared elected.

10-6.3.3 Four district councilors shall be elected to terms in said election in the following manner so as to establish staggered terms going forward:

10-6.3.3.1 The district 4 council candidate with the highest vote total shall be elected as the district 4 councilor and shall serve a 3-year term.

10-6.3.3.2 The district 2 council candidate with the highest vote total shall be elected as the district 2 councilor and shall serve a 2-year term.

10-6.3.3.3 The district council candidates from districts 1 and 3 with the highest vote total shall be elected as district 1 and district 3 councilors respectively and shall each serve a 1 year term.

10-6.4 In the 2<sup>nd</sup> year following the adoption of this charter: one councilor at large shall be elected and the district 1 and district 3 councilors shall each be elected to serve 3 year terms.

10-6.5 In the 3<sup>rd</sup> year following the adoption of this charter, 2 councilors at large and the district 2 councilor shall each be elected to serve 3 year terms.

10-6.6 Thereafter, all terms shall be for 3 years, in the following order:

Two councilors at large and the district 4 councilor  
One councilor at large and the district 1 and 3 councilors  
Two councilors at large and the district 2 councilor

10-6.7.1 As soon as possible following the election the town clerk shall call together persons elected to the town council for the purpose of taking their oaths of office, and to choose a president and vice president of the town council.

10-6.7.2 The town council shall adopt temporary rules as soon as is practicable, but not later than 45 days following the initial meeting of the town council.

10-6.7.3 Thereafter, the town council president shall as soon as practicable appoint a committee of the council to develop permanent rules governing the conduct of council meetings and business. Said committee shall propose such rules for review and adoption by a majority vote of the town council within 6 months of the council's initial meeting.

10-6.8 The school committee in office at the time of the election adopting this charter and establishing the town council shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the school committee shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the school committee in accordance with the terms of this charter.

10-6.8.1 On the first Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of school committee. At such election the 2 then expiring terms of the 5 member school committee shall be filled by election in the following manner:

10-6.8.1.1 The 2 school committee candidates receiving the 1st and 2nd highest number of votes will be elected to initial 3 year terms.

10-6.8.1.2 Thereafter the term of office for all subsequent elections for all members of the school committee shall be three 3 years thus allowing for staggered terms.

10-6.9 The planning board in office at the time of the election adopting this charter and establishing the town council shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the planning board shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the planning board in accordance with the terms of this charter.

10-6.9.1 On the 1<sup>st</sup> Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of planning board. At such election the 1 then expiring term of the 5 member planning board shall be filled by election in the following manner:

10-6.9.1.1 The 1 planning board candidate receiving the highest number of votes will be elected to an initial 5 year term;

10-6.9.1.2 Thereafter the term of office for all subsequent elections for all members of the planning board shall be 5 years thus allowing for staggered terms.

10-6.10 The board of health in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the board of health shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the board of health in accordance with the terms of this charter.

10-6.10.1 On the 1<sup>st</sup> Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of board of health. At such election the 2 then expiring terms of the 5 member board of health shall be filled by election in the following manner:

10-6.10.1.1 The 2 board of health candidates receiving the 1st and 2nd highest number of votes will be elected to 3 year terms;

10-6.10.1.2 Thereafter the term of office for all subsequent elections for all members of the board of health shall be 3 years thus allowing for staggered terms.

10-6.11 The board of library trustees in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the board of library trustees shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the board of library trustees in accordance with the terms of this charter.

10-6.11.1 On the 1<sup>st</sup> Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of board of library trustees. At such election the 2 then expiring terms of the 6 member board of library trustees shall be filled by election in the following manner:

10-6.11.1.1 The 2 board of library trustee candidates receiving the 1st and 2nd highest number of votes will be elected to 3 year terms;

10-6.11.1.2 Thereafter the term of office for all subsequent elections for all members of the board of library trustees shall be 3 years thus allowing for staggered terms.

10-6.12.1 The housing authority in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the housing authority shall immediately thereafter on said date of taking effect continue to serve the then remainder of his or her term of office as a member of the housing authority in accordance with the terms of this charter.

10-6.12.2 On the 1<sup>st</sup> Tuesday in April in the year following the adoption of this charter by the voters, an election will be held for the office of housing authority. At such election 1 seat on the housing authority shall be filled in the following manner:

10-6.12.2.1 The 1 housing authority candidate receiving the highest number of votes will be elected to a 5 year term;

10-6.12.2.2 Thereafter the term of office for all subsequent elections for all elected members of the housing authority shall be 5 years, thus allowing for staggered terms.

10-6.12.2.3 The term of the appointed housing authority member shall be as provided by the general laws of the commonwealth.

10-6.13 The shawsheen technical regional district school committee members in office at the time of the election adopting this charter shall continue to serve in that office until the time this charter shall take effect. Immediately upon the charter's taking effect, each member of the shawsheen technical regional district school committee shall immediately thereafter on said date of taking effect continue to serve the then remainder of the term of office as a member of the shawsheen technical regional district school committee.



10-6.13.1 On the 1<sup>st</sup> Tuesday in April in the year following the adoption of the charter by the voters, an election will be held for the office of shawsheen technical regional district school committee. At such election the then expiring term of that member of the 2 member shawsheen technical regional district school committee shall be filled by election in the following manner:

10-6.13.1.1 The shawsheen technical regional district school committee candidate receiving the highest number of votes will be elected to a 3 year term;

10-6.13.1.2 Thereafter the term of office for all subsequent elections for all members of the shawsheen technical regional district school committee shall be 3 years thus allowing for staggered terms.

## ARTICLE 11: SPECIAL ACTS

### SECTION 11-1 SPECIAL ACTS REPEALED: ACTION TAKEN THEREUNDER PRESERVED

11-1.1 The following special acts are repealed; provided, however, that nothing contained in the charter shall be construed to revoke, invalidate or otherwise alter acts done in compliance therewith or under the authority thereof: Chapter 275 of the Acts of 1986, establishing the town manager position and referencing certain elected offices in the town.

### SECTION 11-2 SPECIAL ACTS SPECIFICALLY RETAINED

11-2.1 Special Acts Specifically Retained. The following special acts are hereby recognized, confirmed and retained: Chapter 229 of the Acts of 1995 relative to the trust fund commission; Chapter 145 of the Acts of 2003 relative to the expansion in the size of the board of health; Chapter 2 of the Acts of 1937 relative to an Act placing under civil service laws the office of chief of police of the town of Tewksbury.

## SECTION 12: DEFINITIONS

### SECTION 12-1 DEFINITIONS

12-1 Unless another meaning is clearly apparent from the manner in which the word or phrase is used, the following words and phrases as used in this charter shall have the following meanings:

12-1.1 Administrative Code — The term “administrative code” shall mean a written description of the administrative organization of town offices, departments and multiple member bodies. The administrative code shall state the mode of selection, term of office and general powers and duties of each town office department and multiple member body.

12-1.2 Agency – The words “agency” or “town agency” shall include any department, board, committee, commission, division, office, agency, or other like administrative entity of the Town.

12-1.3 Affirmative Vote of Full Town Council - The term “affirmative vote of the full town council” shall mean a majority (5 of 9) of Town Council members voting in favor.

12-1.4 Board – The word “board” shall mean board, committee, or commission.

12-1.5 Charter - The word “charter” shall mean this charter and any amendments to it made through any methods provided under Article LXXXIX of the Amendments to the constitution of the commonwealth.

12-1.6 Emergency - The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action or response.

12-1.7 Full Council, Full Multiple Member Body - The words "full Council" or "full multiple member body" shall mean the entire authorized complement of the Town Council, School Committee or other multiple member body notwithstanding any vacancy which might exist.

12-1.8 Initiative Measure - The words "initiative measure" shall mean a measure proposed by the voters through the initiative process provided under this Charter.

12-1.9 Local Newspaper - The words "local newspaper" shall mean a newspaper of general circulation within Tewksbury, with either a weekly or daily circulation.



- 12-1.10 Majority Vote - The words "majority vote" when used in connection with a meeting of a multiple member body shall mean a majority of those present and voting, unless another provision is made by ordinance, by law, or by its own rules.
- 12-1.11 Measure - The word "measure" shall mean any ordinance, order, resolution, or other vote or proceeding adopted, or which the Town Council or the School Committee might adopt.
- 12-1.12 Multiple Member Body - The words "multiple member body" shall mean any board, commission, committee, sub-committee or other body consisting of two or more persons whether elected, appointed or otherwise constituted, but not including the Town Council or the School Committee.
- 12-1.13 Operating Budget – The term “Operating Budget” shall mean a proposed plan developed annually for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.
- 12-1.14 Organization or Reorganization Plan - The words "organization or reorganization plan" shall mean a plan submitted by the town manager to the town council which proposes a change in the organization of the structure of the town government, or to change the way in which a municipal service, or services are delivered.
- 12-1.15 Quorum - The word "quorum" shall mean a majority of all members of a multiple member body unless some other number is required by law or by ordinance.
- 12-1.16 Referendum Measure - The words "referendum measure" shall mean a measure adopted by the town council or the school committee that is challenged under the referendum procedures of this charter.
- 12-1.17 Town - The word "town" shall mean the town of Tewksbury.
- 12-1.18 Town Bulletin Boards - The words "town bulletin boards" shall mean the bulletin board in the town hall on which the town clerk posts official notices of meetings and upon which other official town notices are posted, and the bulletin boards at any other locations as may be designated town bulletin boards by the town council.
- 12-1.19 Town officer - The words "town officer" or “officer” when used without further qualification or description, shall mean a person having charge of an office or department of the town who in the exercise of the powers or duties of such position exercises some portion of the sovereign power of the town.
- 12-1.20 Voters - The word "voters" shall mean registered voters of the town of Tewksbury.

or take any action relative thereto.

Special Act Charter Committee

Motion: The Finance Committee recommended Indefinite Postponement  
James Coakley motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	..7:45 PM	5/8/12
	Article 1 was Indefinitely Postponed after a standing count (Yes 51/No 561)	..7:56 PM	5/8/12

**Executive Summary:** This Article changes the current Town Charter from a five (5) member elected Board of Selectmen, Town Manager and Open Town Meeting form of Government to a nine (9) member elected Town Council and Town Manager form of Government. Town Meeting would be eliminated and the elected nine (9) member Town Council would replace it as the Town’s Legislative body.

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Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 8, 2012 Special Town Meeting, Sine Die, and this motion was Adopted

..7:58 PM 5/8/12

RESPECTFULLY SUBMITTED,

DENISE GRAFFEO  
TOWN CLERK

# Special Town Meeting

## May 9, 2012

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
May 9, 2012

Moderator Keith Rauseo opened the May 9, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

In recognition of his completion of an unprecedented four years of consecutive years of service as the Chairman of the Board of Selectmen, Moderator Rauseo asked Selectman Todd Johnson to lead us in the Pledge of Allegiance.

Moderator Rauseo welcomed State Representative Paul Adams.

The Moderator designated the visitors section and reminded the voters to display their voting ribbons (red ribbons with a blue stripe). Visitors are wearing red ribbons without a stripe, and they shall sit in the designated visitors section in the bleachers. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on an article.

David Gay, Chairman of the Board of Selectmen, announced that a Styrofoam Collection will be held on Saturday, May 12<sup>th</sup> from 9:00 AM to 1:00 PM in the Tewksbury Public Library parking lot. This event is being sponsored by the Recycling Committee.

On Wednesday May 9, 2012, there were 179 voters and 19 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

7:06 PM 5/9/12

Town Manager, Richard Montuori, made a short presentation before the debate on Articles 1 through 4.

Moderator Rauseo called a recess to the May 9, 2012 Special Town Meeting at 8:00 PM in order to re-open the May 7, 2012 Annual Town Meeting.

Moderator Rauseo re-opened the May 9, 2012 Special Town Meeting at 8:01 PM.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 9, 2012 Special Town Meeting Sine Die, and this motion was Adopted.

8:59PM 5/9/12

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee:

Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on May 9, 2012.

**APPROPRIATION CERTIFICATE - SPECIAL TOWN MEETING – MAY 9, 2012**

ARTICLE	RAISE& APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	MEMO
1	FY12 BUDGET TRANSFER								134,000 (FROM UNCLASSIFIED FIRE& LIABILITY INSURANCE)
2	WATER ENTERPRISE DEBT					117,100			
3	FY12 BUDGET	487,000							
4	HEALTH INSURANCE MITIGATION	113,000							
5	ELLA FLEMINGS			275,000					
<b>TOTALS</b>		0	600,000	0	275,000	0	117,100	0	0
									<b>134,000</b>

<u>Raise &amp; Appropriate</u>	<u>\$0.00</u>
<u>Transfer From Free Cash</u>	<u>\$600,000.00</u>
<u>Transfers</u>	<u>\$0.00</u>
<u>CPA Appropriation</u>	<u>\$275,000.00</u>
<u>Enterprise Funds</u>	<u>\$0.00</u>
<u>Total Water Enterprise Retained</u>	<u>\$117,100.00</u>
<u>Total Sewer Enterprise Retained</u>	<u>\$0.00</u>
<u>Total Borrow</u>	<u>\$0.00</u>

ATTEST:

DENISE GRAFFEO  
TOWN CLERK



## ARTICLE 1

To see if the Town will vote to transfer the following FY 12 sums of money or take any action related thereto:

FROM:	AMOUNT:
Unclassified: Fire and Liability Insurance:	\$134,000
TO:	
Selectmen: Temporary Part-Time:	6,200
Admin. Services Regular Salary:	9,312
Admin. Services Advertising Recruit:	865
Admin. Services Medical:	4,458
Town Hall Energy Utilities:	8,961
Auxiliary Buildings Energy Utilities:	2,000
Library Regular Salary:	1,500
Library Overtime:	2,500
Planning Computer Equipment:	822
Building Regular Salary:	3,260
Board of Health Temp Part-time:	4,622
Police Overtime:	20,000
Police Vehicle Repair Maintenance	5,000
Police Gas/Diesel	5,000
Fire Overtime:	30,000
Fire Gas/Diesel:	3,500
Computer Services Capital Outlay	14,000
Town Accountant Professional Services	<u>12,000</u>
<b>Total</b>	<b>134,000</b>

Town Manager

The Moderator noted a Scrivener's error on page 3 of the Warrant. The Summary of Article 1 should specify "FY 12", and there were no objections.

Motion: The Finance Committee motioned to Adopt, transfer \$134,000 from Unclassified: Fire and Liability Insurance

Vote: Article 1 was Adopted 7:14 PM 5/9/12

**Executive Summary:** This article is a regular Special Town Meeting article where the Town transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

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## ARTICLE 2

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$117,100 to Water Enterprise Fund Debt Service; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$117,100 from Water Enterprise Fund Retained Earnings

Vote: Article 2 was Adopted 7:16 PM 5/9/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of June 30, 2011, for the payment of principal and interest cost for a long term borrowing that took place in November 2011.

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## ARTICLE 3

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$487,000 to the following Fiscal Year 2012 Budgets or take any action relative thereto.

Board of Selectmen	Legal Services	25,000
DPW	Snow and ice	93,000
Veterans	Veterans Aid	75,519
School Department	Unclassified Health Insurance	249,422
Town	Unclassified Health Insurance	<u>44,059</u>
<b>Total</b>		<b>\$487,000</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$487,000 from Certified Free Cash

Vote: Article 3 was Adopted

7:30 PM

5/9/12

**Executive Summary:** This Article utilizes Free Cash certified as of July 1, 2011 to fund projected deficits in FY12 Budget. The Board of Selectmen - Legal Services: funds are needed since the case load for labor Counsel was greater than budgeted. Department of Public Works - Snow and Ice: funds are needed due to the amount of snow and ice events during the winter exceeded the amount budgeted. Veterans - Veteran Aid: funds are needed since more individuals are utilizing benefits than budgeted. School and Town Health Insurance accounts have a projected deficit since more employees enrolled than anticipated.

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#### ARTICLE 4

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$113,000 to fund Health Insurance Mitigation or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$113,000 from Certified Free Cash

Vote: Article 4 was Adopted

7:36 PM

5/9/12

**Executive Summary:** This Article utilizes Free Cash certified as of July 1, 2011 to fund projected deficits in the FY12 Budget to fund a Health Insurance Mitigation Fund in accordance with an agreement of the Public Employee Groups.

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#### ARTICLE 5

To see if the Town will vote to appropriate the sum of \$275,000 to rehabilitate the historic Ella Flemings School, 1503 Andover Street, including allowed costs incidental and related thereto; said rehabilitation expenses as necessary for replacement of the boiler and exterior rehabilitation including roof, trim boards, doors, windows, siding, exterior paint and the like.

To fund such rehabilitation, \$275,000 shall be transferred from the Tewksbury Community Preservation Fund Budgeted Reserve.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury School Department or to take any other action thereon.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt, appropriate \$275,000

Vote: Article 5 was Adopted

7:49 PM

5/9/12

**Executive Summary:** The Ella Flemings School, constructed in 1859 for School District No. 3 is a historic landmark on Tewksbury's Andover Street, in the area formally known as the North Village. This proposed project serves to rehabilitate and preserve the historic significance of the structure. The school was named for Miss Ella E Flemings, born 1863, who served as the school teacher at the District No. 3 School, c1900-1912 and later as the principal of the former Foster School. Currently, the building is in need of a significant rehabilitation, in order to preserve it for the future. The condition of the boiler is beyond repair and the exterior is in need of substantial rehabilitation to protect it from destructive environmental elements.

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## **ARTICLE 6**

To see if the Town will vote to amend its General By-Laws by adding the following to Title 5 Business Licenses and Regulations as authorized by M.G.L. c. 6, § 172B ½, Civil Fingerprinting Criminal History Check Authorization.

### **Chapter 5.09**

### **CIVIL FINGERPRINTING CRIMINAL HISTORY CHECK AUTHORIZATION**

#### **Sections:**

#### **5.09.010 Purpose**

#### **5.09.020 Criminal History Check Authorization**

#### **5.09.030 Regulations**

#### **5.09.040 Use of Criminal Record by Licensing Authorities**

#### **5.09.050 Fees**

#### **5.09.060 Effective Date**

#### **5.09.010 Purpose**

To enable the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for certain licenses and to adopt appropriate policies and procedures to effectuate the purposes of this By-Law.

#### **5.09.020 Criminal History Check Authorization**

A. The Police Department shall, as authorized by M.G.L. c. 6, § 172 B 1/2, conduct State and Federal Fingerprint Based Criminal History checks for individuals ("applicant") applying for the following licenses:

- 1) Hawking and Peddling or other Door-to-Door Salespeople
- 2) Manager of Alcoholic Beverage License
- 3) Owner or Operator of Public Conveyance
- 4) Dealer of Second-hand Articles
- 5) Pawn Dealers
- 6) Hackney Drivers
- 7) Ice Cream Truck Vendors

B. At the time of fingerprinting, the Police Department shall notify the applicant fingerprinted that the fingerprints shall be used to check the applicant's criminal history records.

C. Upon receipt of the fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this By-Law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (DCJIS), and/or the Federal Bureau of Investigation (FBI), or the successors of such agencies, as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in the By-Law.

D. The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks consistent with this By-Law. The Town authorizes the Police Department to receive and utilize State Police, DCJIS, and FBI records in connection with such background checks, consistent with this By-Law. State and FBI criminal history shall not be disseminated to unauthorized persons or entities.

E. Upon receipt of a report from the Massachusetts State Police, the FBI or other appropriate criminal justice agency, an applicant may request and receive a copy of his or her criminal history record from the Police Department. Should the applicant seek to amend or correct his or her record, he or she must take appropriate action to correct said record, which action currently includes contacting the DCJIS for a state record or the FBI for records from other jurisdictions maintained in its file. An applicant who wishes to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34. The Police Department shall not utilize and/or transmit the results of the fingerprint-based criminal record background check to any licensing authority pursuant to this By-Law until it has complied with this paragraph.

F. The licensing authority shall not deny an applicant the license based on information in the record until the applicant has been afforded a reasonable period of time to correct or complete the information, or has declined to do so.

G. The Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate Town licensing authority. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon his or her suitability for such license, or any felony or misdemeanor that involved force or threat of force, controlled substances or a sex-related offense.



### 5.09.030 Regulations

The Board of Selectmen, is authorized to promulgate regulations for the implementation of the By-Law, in consultation with the Chief of Police, Town Counsel and the Massachusetts Executive Office of Public Safety and Security (or its successor agency) to ensure that such regulations are consistent with the statute, the FBI's requirements for access to the national database, and other applicable state laws.

### 5.09.040 Use of Criminal Record by Licensing Authorities

A. Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the applicant in connection with the license applications specified in this By-Law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the fingerprint check render the applicant unsuitable for the proposed licensed activity. The licensing authority shall consider all applicable laws, regulations and Town policies concerning an applicant's suitability in connection with the license in making this determination.

B. The Town licensing authority is authorized to deny any application, including renewals and transfers thereof, of any applicant who is determined unsuitable for the license, as determined by the licensing authority, due to information obtained pursuant to this By-Law.

### 5.09.050 Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100).

### 5.09.060 Effective Date

This By-Law shall take effect on September 01, 2012, provided the requirements of M.G.L. c. 40, § 32, are satisfied.

Chief of Police

Motion: The Finance Committee deferred to the Police Chief

Motion: Police Chief, Tim Sheehan motioned to Adopt Article 6

Motion: Warren Carey motioned to Amend Article 6

Motion: Warren Carey motioned to Withdraw his Amendment of Article 6

Motion: Jennifer Nagle motioned to Move the Question

Amendment: On Page 5 of STM warrant, under "Sections:" Add 5.09.070 Exceptions. On Page 7 of the STM warrant Add

5.09.070 Exceptions: This Bylaw shall not apply to yard/garage sales conducted by Tewksbury citizens at their place of residence.

Moderator, Keith Rauseo took a 30 second recess to confer with Police Chief, Tim Sheehan and Town Counsel, Charles Zaroulis, and determined that Mr. Carey's Amendment was not necessary.

The Moderator recessed for two minutes to give Chief Sheehan time to confer with other Dept. Heads, before responding to a question posed by a voter in regards to the Town's current policy on CORI checks.

Vote: The Motion to Move the Question was Adopted

8:14 PM

5/9/12

Vote: Article 6 was Adopted

8:14 PM

5/9/12

**Executive Summary:** This article amends the Town's General By-Law by adding Civil Fingerprinting Criminal History Check Authorization to the Title 5 Business Licenses and Regulations. The Police Department shall, as authorized by M.G.L. c. 6, § 172 B 1/2, conduct State and Federal fingerprint based criminal history checks for individuals ("applicant") applying for the following licenses: Hawking and Peddling or other Door-to-Door Salespeople, Manager of Alcoholic Beverage License, Owner or Operator of Public Conveyance, Dealer of Second-hand Articles, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors.

## ARTICLE 7

To see if the Town will vote to amend the General By-Laws by adopting the following By-Laws relative to dangerous or vicious Animals

### Chapter 7 Town of Tewksbury, Massachusetts By-Laws Relative to Dangerous or Vicious Animals

#### Sections:

- 7.04.005 Purpose
- 7.04.010 Definitions
- 7.04.020 Determination
- 7.04.030 Exceptions
- 7.04.040 Animal Control Officer's Duties with regard to Dangerous or Vicious Dogs
- 7.04.050 Duties of owner or person responsible when a dog is determined to be Dangerous or Vicious
- 7.04.060 Duties of Animal Control Officer with regard to potentially dangerous dogs
- 7.04.070 Duties of owner or person responsible for potentially dangerous dogs
- 7.04.080 Notice of dangerous or vicious dogs
- 7.04.090 Notification of dangerous or vicious dogs
- 7.04.100 Applicability to other dangerous or vicious dogs
- 7.04.110 Outdoor Confinement
- 7.04.120 Indoor Confinement
- 7.04.130 Giving away, selling, and bartering
- 7.04.140 Licensing Surcharge
- 7.04.150 Impoundment
- 7.04.160 Ordering dogs to be muzzled or restrained
- 7.04.170 Destruction
- 7.04.180 Dogs trained for fighting
- 7.04.190 Attack or guard dogs
- 7.04.200 Biting and attacking
- 7.04.210 Penalties
- 7.04.220 Enforcement Officer, citations, revocation of license
- 7.04.230 Non-Criminal Disposition
- 7.04.240 Severability
- 7.04.250 Effective Date

#### 7.04.005 Purpose:

These By-Laws are intended to protect the rights and safety of the public and animals within the Town of Tewksbury ("the Town").

#### 7.04.020 Definitions:

Animal Control Officer (ACO): the Animal Control Officer in "the Town."

At Large: On or off the premises of the owner, and not under the control of the owner or authorized escort either by leash, cord, chain or otherwise.

Dangerous or Vicious Animal: Any animal that may be at large and or with the same or similar dangerous or vicious propensities as a dangerous or vicious dog.

Dangerous Dog or Vicious Dog: Means:

Any dog that has bitten or attacked any person or has attempted to bite or attack any person. A dog shall be deemed to be attempting to attack, if it is restrained by a leash, fence, or other means, and it is clear from the dog's excited actions that only the presence of the leash, fence, or other means of restraint is preventing the dog from mauling an immediate attack; or Any dog with a known propensity, tendency, or disposition to attack, to cause injury to, or to otherwise threaten the safety of domestic animals; or any dog which attacks a human being or domestic animal on two (2) or more occasions without provocation and without justification; or

Any dog, whether leashed or not, which, in a vicious or terrorizing manner, approaches any person in an apparent attitude of attack upon the streets, sidewalks, or any public grounds, or places; or

Any dog owned primarily in part for the purpose of dog fighting or any trained for dog fighting.

Any dog owned on property known for drug trafficking or gang activity; or

Any dog which on two separate occasions within a twelve-month period has been observed unrestrained or uncontrolled off its owner's premises as documented by the records of the ACO or has been impounded by ACO for being unrestrained or uncontrolled off its owner's premises.

The determination that a dog is dangerous or vicious under this section shall be in the discretion of the ACO.

Dog Trained for Fighting: Any dog owned or kept, primarily or in part, for the purpose of dog fighting or any dog trained for dog fighting.

Hearing Officer: Duly appointed by the Town Manager; the Hearing Officer who shall act on his/her behalf of all matters pertaining to the enforcement of this By-Law and the settling of disputes between owner, the Town or its residents.

Licensing Authority: As provided by the Massachusetts General Laws (MGL) is the Town Clerk.

License Period: The license period shall be from January 1<sup>st</sup> of each year to December 31<sup>st</sup> of the same year.

Outdoor Confinement or Enclosed Area: A portion of the owner's property which is secured by fencing in such a manner that dog, once inside the area cannot exit of its own accord. The ACO, after an inspection of the area, will determine if the enclosed area is suitable or not.

Owner: Any person or persons, firm, association, partnership, or corporation owning, keeping, possessing, or harboring one or more dogs. An animal shall be deemed to be harbored if it is fed or sheltered for forty eight (48) hours.

Person: An individual, partnership, company or corporation.

Potentially Dangerous Dog:

Any dog that acts in a highly aggressive manner, when unprovoked, within a fenced yard or enclosure and or is running loose and appears to the ACO to be able to jump over or escape. Vocalization or barking, without more, shall not cause a dog to be deemed of a highly aggressive manner.

The determination that a dog is potentially dangerous under this section shall be in the discretion of the ACO or his/her designee, who shall notify the owner of any such determination.

Restraint: A dog shall be to be under "restraint" if it is on the premises of the owner accompanied by a person who shall have the dog under his or her control; or is in a suitably enclosed area; or if outside the premises of the owner, is accompanied by a person who shall have the dog under control by holding it firmly on a leash no greater than six (6) feet in length.

Untagged Dogs: An animal is considered to be untagged if a valid license tag and rabies tag is not attached to a collar which is kept on the dog.

7.04.020 Determination:

The determination that a dog is dangerous or vicious shall be at the discretion of the ACO.

7.04.030 Exceptions:

Exceptions that involve incidents where a dog may not, in the determination of ACO, be considered dangerous or vicious:

A person who, at the time the injury was sustained, was committing criminal trespass or other tort upon premises occupied by the owner of the dog, or tormenting, abusing or assaulting the dog, or was committing or attempting to commit a crime.

A domestic animal, which, at the time the injury was sustained, was tormenting, abusing or assaulting the dog.

A domestic animal while the dog was working as a hunter dog, herding dog, or predator control dog on the property of or under the control of its owner, and the injury was to a species or type of domestic animal appropriate to the work of the dog.

The dog was protecting or defending a person within the immediate vicinity of the dog from an attack or assault.

The actions of the dog under consideration occurred under duties as a military, correctional, or law enforcement dog.

In the discretion of ACO, the dog acted in reaction to pain or injury; or was protecting itself, its kennel or its offspring.

7.04.040 Animal Control Officer's duties with regard to dangerous or vicious dogs:

When a dog is determined to be dangerous or vicious by the ACO as provided in the definition of "dangerous or vicious dog", he/she shall order the owner to submit written verification to confirm any or all of the following:



Spay or neutering: If the animal is not already altered, the animal will be exempt from such an order if a veterinarian certifies in a written statement that the dog is unfit for alterations because of medical condition(s).

Microchip identification, the mode of which shall be designated by the ACO, if the dog is not already micro chipped.

Behavior training from an approved trainer, as determined and approved by the ACO. The costs of said training shall be borne by the owner.

Rabies vaccination as required by MGL c. 140 § 145B, if the dog is not up-to-date on its annual vaccinations, as certified by a licensed veterinarian.

That the owner be prohibited from bringing the dog to the Town dog park(s).

The owner of any dangerous or vicious dog, if said animal is found on property, not owned or controlled by its owner, or not restrained in a secure area as provided in Section 7.04.060 shall be subject to a fine of One Hundred (\$100) dollars for the first (1<sup>st</sup>) offense; Two Hundred (\$200) dollars for the second (2<sup>nd</sup>) offense; Three Hundred (\$300) dollars for any offenses thereafter. In addition, a mandatory hearing shall be held by the Hearing Officer, to determine whether said dog shall be forever banned with "the Town." Each day that the owner is not in compliance shall constitute a separate offense. Upon relocation of the dog, the owner thereof shall notify the ACO of the new location. Said ACO shall then forward all documentation maintained by the Town regarding the animal to his/her official counterpart at the new location.

Owner of dangerous or vicious dogs found within the Town and not properly registered shall be subject to a fine of fifty (\$50) dollars. Said animal shall be forever banned by the ACO from within the limits of the Town unless the owner, within ten (10) days of said finding, registers said dog.

Any order of the ACO may be enforced by the Chief of Police or his designee(s).

Any dog for which the ACO of the Town has a verified report of having attacked or bitten any person shall be determined to be considered a dangerous or vicious dog. A copy of any such report shall be forwarded to the Town Clerk for filing, and such dog shall not be re-registered in the Town unless the owner is in full compliance with this article and any other applicable laws or regulations.

Compliance with the requirements of this section shall not be a defense to an order of disposal of a vicious dog pursuant to MGL c. 140, § 157.

Judicial review of orders regarding dangerous or vicious dogs shall be in conformance with MGL c. 140, § 157.

Owner of all potentially dangerous or vicious dogs or dogs previously designated as potentially dangerous or vicious who relocate or move to the Town from another community shall notify the ACO of a description of such dog and said designation. Failure to so notify may result in a fine equal to the fine provided under Subsection C above.

Owner of all potentially dangerous or vicious dogs or dogs previously designated as potentially dangerous who relocate to or move from the Town to another community shall notify the ACO of the Town and the ACO of that community to which the owner are moving, or person having like duties, of a description of such dog and said designation.

7.04.050 Duties of owner when a dog is determined to be dangerous or vicious:

Outdoor confinement:

While on the owner's property, a dangerous or vicious dog must be securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the entry of young children, and designed to prevent the animal from escaping. Such pen or structure must be at least ten (10) feet from the property line, must have a minimum dimension of five (5) feet by ten (10) feet, and must have secure sides and a secure top. If it has no bottom secured to the sides, the sides must be imbedded into the ground no less than two (2) feet. The enclosure must also provide protection from the elements for the dog. The ACO shall verify compliance with this section by an on-site inspection and, if necessary, shall require the owner to further secure the structure.

Invisible fencing is not considered an acceptable means of fencing for a dangerous or vicious animal(s); therefore prohibited.

The owner shall display signs on his/her premises facing out from all sides of the premises and on the dog pen warning that there is a dangerous or vicious dog on the property. These signs, which shall state "Beware of Dangerous or Vicious Dog", must be visible and capable of being read from a public highway or thoroughfare or within twenty (20) feet of its placement. The letters of this sign shall be a minimum of three (3) inches in height. In addition, the owner shall conspicuously display a sign with a symbol warning children who cannot read of the presence of a dangerous dog.

A dangerous or vicious dog may be off the owner's premises if it is muzzled and restrained by an approved lead not exceeding four (4) feet in length and is under the control of an adult, able-bodied person. The muzzle must be made in a manner that will not cause injury to the dog or interfere with its vision or cause injury to the dog or interfere with its vision or respiration, but must prevent it from biting any person or animal. The dog's collar must fit the dog properly to avoid the dog from slipping out

of said collar. Collars shall be made of the appropriate materials that prevents the collar from breaking and restrains the dog from breaking loose from said collar.

**Indoor confinement.** No dangerous or vicious dog may be kept on a porch, patio, or in any part of a house or structure that would allow the dog to exit such building on its own volition. In addition, no such animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacles preventing the dog from exiting the structure.

**Insurance.** The owner of any dangerous or vicious dog shall maintain a policy of insurance in an amount not less than one hundred thousand (\$100,000) dollars per incident insuring such person against any claim, loss damage, or injury to human beings resulting from the acts of such dog. Such person shall produce evidence of the required insurance, which may include a rider or binder, to the ACO. This section shall not apply to dogs kept by law enforcement agencies.

An owner may transport a dangerous or vicious dog within the Town limits for medical or veterinary care, provided said animal is properly restrained by being both muzzled and leashed, with the lease not to exceed a length of four (4) feet.

#### **7.04.060 Duties of Animal Control Officer with regard to potentially dangerous dogs:**

When a dog is deemed to be potentially dangerous as defined in Section 7.04.040, the ACO may order the owner to submit written verification to confirm any or all of the following:

A dog may be spayed or neutered, if the dog is not already altered. The dog will be exempt from such an order if a veterinarian certifies in a written statement that the dog is unfit for alterations because of medical condition(s).

Microchip identification, if the dog is not already micro-chipped or other acceptable means of identification as approved by the ACO.

Behavior training from an approved trainer, as approved by the ACO. The costs of said training shall be borne by the owner.

Rabies vaccination as required by MGL c. 140, § 145B, if the dog is not up to date on its annual vaccinations, as certified by a licensed veterinarian.

The owner provides adequate security to the premises where the potentially dangerous dog is kept, as specifically described in writing to the owner by the ACO. Said owner must comply within thirty (30) days of receiving the description.

That the owner is prohibited from bringing the dog to the Town dog park(s).

After two (2) years of compliance with no later incidents, the dog may, at the discretion of the ACO, no longer be considered potentially dangerous.

#### **7.04.070 Duties of owners of potentially dangerous dogs:**

**Persons responsible.** No person under the age of eighteen (18) shall own, handle, control or be responsible for a potentially dangerous dog.

**Signs.** All owners of potentially dangerous dogs shall display in a prominent place on their premises a sign easily readable by the public, using the words "Beware of Dog". In addition, a similar sign is required to be posted on the kennel or pen of such dog.

#### **7.04.080 Notice of potentially dangerous, dangerous, or vicious dog:**

The ACO, upon a complaint in writing, may determine that a dog is a "potentially dangerous, or dangerous, or vicious dog" within the meaning of those sections and, as a result thereof, require compliance by the owner of such potentially dangerous, dangerous, or vicious dog with the provisions herein listed.

In the instance where the ACO shall determine that a dog is potentially dangerous, dangerous or vicious within the meaning of this by-law, he/she shall, within a period of forty (48) hours, serve a written notice to the Town Manager, the Chief of Police and Board of Health's Agent listing the name and address of the animal, including its owner, and providing the reasoning for the determination, consistent with the article.

#### **7.04.090 Notification of dangerous or vicious dogs:**

The ACO shall notify the owner of potentially dangerous, dangerous, or vicious dogs in writing that the dogs has/have been determined to be potentially dangerous, dangerous or vicious dogs.

The owner of the potentially dangerous, dangerous, or vicious dogs shall notify all direct abutters and owners of and directly opposite on any public or private street or way of any determination by certified mail return receipt to the ACO within seventy two (72) hours of ACO's determination of a dangerous or vicious dog(s).

#### **7.04.100 Applicability to other dangerous or vicious animals:**

A dangerous or vicious animal of any kind or species shall be subject to all of the provisions of this article in the same manner as a dangerous or vicious dog.



#### 7.04.110 Outdoor Confinement:

No person shall own allow to be upon any premises occupied by him under his charge or control, any vicious dog; or any dog of a cross, dangerous or ferocious disposition, or a dog that may manifest a disposition to bite, without it being confined behind a fence and securely chained which will not allow the dog to come closer than six (6) feet to the fence, and not take such dog out of the secure enclosure unless the dog is securely muzzled and leashed on a leash no longer than four (4) feet in length. The dog must be under control of a responsible person eighteen (18) years of age or older. No such dogs are allowed on or within five hundred (500) feet of any town parks, town playgrounds or school grounds, whether at large or under restraint.

#### 7.05.120 Indoor Confinement:

No vicious dog may be kept on a porch, patio, or in any part of a house or structure that would allow the dog to exit such building on its own violation. In addition, no such animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacles preventing the dog from exiting the structure.

#### 7.04.130 Giving away, selling, and bartering:

Any dog deemed vicious by the ACO shall not be given away, sold, or bartered unless the new owner complies with this By-Law.

#### 7.04.140 Licensing Surcharge:

The annual licensing fee for a dangerous or vicious dog shall include a one hundred (\$100) dollar surcharge in addition to the regular licensing fee. The surcharge required by this provision shall be enforced by the ACO.

#### 7.04.150 Impoundment:

Any dog found running at large or in violation of this section shall be impounded by the ACO and cannot be claimed until provisions of this section are met.

The impoundment fee is borne by the owner whether or not such dog is claimed.

If such dog is not reclaimed within ten (10) days of such impoundment, the animal may be disposed of by adoption or euthanasia, dependent upon species and condition of animal impounded, which determination shall be made by the ACO.

#### 7.04.160 Ordering dogs to be muzzled or restrained:

All the provisions of MGL c. 140, § 167 and 168 shall be incorporated into this article, except that any dog held under the provisions of MGL c. 140, § 167 may not be released until all the requirements of this article regarding licensing and the fee for care of the animal are complied with. All other provisions of MGL c. 140, § 167 and 168 shall be incorporated herein.

#### 7.04.170 Destruction:

When, in the judgment of the ACO, a dog should be destroyed after being determined to be dangerous or vicious, MGL c. 140, § 157 shall be applicable.

#### 7.04.180 Dogs trained for fighting:

Any dog found within the limits of "the Town," as determined by the ACO or any police officer, to be a dog trained for fighting, as that term is defined under Section 7.04.010, shall be impounded and destroyed by the ACO at the owner's expense. The ACO or any police officer may shoot any dog trained for fighting at any time if it is reasonably believed that said dog approaches the officer in a menacing fashion and/or the officer reasonably believes that the dog is about to attack. An owner of a dog trained for fighting shall be subject to a fine of two hundred (\$200) dollars.

#### 7.04.190 Attack or guard dogs:

The term "attack or guard dog" as used herein shall mean a canine or dog which is trained, whether professionally or otherwise, to protect or guard persons or property and which may attack persons entering upon the property which the dog is protecting or guarding.

Permit and license required; contents; fee.

Any person who owns, rents, or uses attack or guard dogs on premises located within the Town shall obtain a permit for the premises the attack dogs are located from the Town Clerk.

A copy of the permit shall be forwarded to the ACO.

The permit shall contain the following information: the owner's or renter's name, address and phone number; the address of the premises at which the dog will be used for guarding purposes; and the name, address and phone number of a person who can handle and restrain the dog.

The permit shall contain a statement that the person to whom the permit is issued agrees by the acceptance of the permit to indemnify and hold harmless the Town for any liability for damage to person(s) or property caused by the attack or guard dog.

Miscellaneous.



The premises where an attack or guard dog is to be kept shall be posted on all four (4) sides with twelve-inch by twelve-inch signs located every fifteen (15) feet. Such signs shall contain the words "Warning: Attack Dog on Premises".

The ACO shall maintain a list of owners by license to facilitate notification should the dog be picked up off the premises.

The ACO shall supply the police and fire dispatchers with a list of locations and owners where such dogs are kept and the name, address, and phone number of a person who can handle and restrain the dog.

Whenever attack or guard dogs are off the posted premises, they shall be muzzled.

Liability. The Town assumes no liability for attack or guard dogs by the act of issuing a permit.

#### 7.04.200 Biting and attacking:

Notice to owner. Any person, after receiving written notice that the dog owned by him/her has attacked and/or bitten, or caused injury or otherwise endangered the safety of, any person(s) or domestic animal(s) within the Town in such a manner as to be deemed a dangerous or vicious animal and a threat by the ACO or other enforcement authority, and after receiving one subsequent written notice of a repetition or continuance of such act or acts, shall not be permitted to keep such dog within "the Town's" limits. In each instance, such written notice(s) shall be reasonably definite and informative to the owner or person controlling the dog(s) as to person, time, place and manner of the incident or disturbance to have occurred.

#### 7.04.210 Penalties:

After thirty (30) days of being notified that a dog is potentially dangerous, dangerous, or vicious, any owner found not in compliance with any of the provisions of this section, shall be subject to a fine of three hundred (\$300) dollars. Each day that the owner is not in compliance with any provision shall constitute a separate offense.

#### 7.04.220 Enforcement Officer; citations; revocation of license:

"The Town's" ACO, any police officer, or the Town Manager's designees shall be enforcement officer of any violation of this By-Law.

Such enforcement officer shall, in addition to any pickup of the dog(s) pursuant to this By-Law, issue a citation to the owner of any dog violating the provisions.

This By-Law may be enforced by means of non-criminal disposition as allowed MGL c. 40 § 21D or by other means permitted by law.

Each day a violation occurs shall constitute a separate offense.

#### 7.04.230 Non-Criminal Disposition:

Any person(s) violating or failing to comply with any provision of this By-Law, shall be warned in writing that said person(s) shall be subject to the appropriate enforcement action and/or to the non-criminal disposition process adopted the Town as follows:

1<sup>st</sup> offense – written warning

2<sup>nd</sup> offense - one hundred (\$100) dollar fine,

3<sup>rd</sup> offense – Two hundred (\$200) dollars fine, and

4<sup>th</sup> and subsequent offenses – three hundred (\$300) dollars fine and/or enforcement action.

The Town may revoke all licenses issued to animal owners against whom three (3) or more violations of this By-Law have been assessed in a twelve (12) month period. The animals of said owners shall be impounded and disposed of at the discretion of the ACO.

#### 7.04.240 Severability:

If any paragraph, sentence, phrase or word of this By-Law shall be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of any other provision of this By-Law, which By-Law shall remain in full force and effect; and to this end the provisions of the By-Laws are declared severable.

Town Manager  
Board of Health Director

Motion: The Finance Committee motioned to Defer to the Town Manager and Board of Health

Motion: The Town Manager motioned to Withdraw Article 7

Vote: Article 7 was Withdrawn

8:15 PM

5/9/12

**Executive Summary:** This By-Law is required is to ensure Tewksbury's residents are safe from Dangerous and Vicious animals.

## ARTICLE 8

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by deleting the area described below from the South Village Overlay District and adding it to the Community Village Overlay District.



Tewksbury Planning Board

Motion: The Finance Committee motioned to Defer to the Planning Board

Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 8

Vote: Article 8 was Adopted 62 Yes/ 0 No (2/3 required=Unanimous) 8:16 PM 5/9/12

**Executive Summary:** This article will remove the described area bounded by Main Street and Shawsheen Street from the South Village Overlay District and add this area to the Community Village Overlay District.

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## ARTICLE 9

To see if the Town will amend the Tewksbury Zoning By-Law, Section 8680. Community Village Overlay District and amend Section 10000 Definitions as follows:

AMEND Section 8684. Use Regulations and Definitions:

Residential Uses:

DELETE: (as a component of a mixed use development)

ADD: d. ~~elderly~~ congregate living facility

ADD: Affordable Housing Requirement.

An application for a CVOD Special Permit as a Residential Use development shall require that 15 % of the dwelling units, be established as Affordable Housing Units (Section 7013.a.) in perpetuity.

Waivers for construction of said affordable units on site including Fee-in-lieu of units (Section 7014. b.) and construction of off-site units shall be at the discretion of the Planning Board.

Timing and schedule of construction of off-site affordable units shall be determined by the Planning Board. The requirements of Section 7010 that apply to on-site provision of affordable units, shall apply to provision of off-site affordable units. In addition, the location of the off-site units to be provided shall be approved by the SPGA as an integral element of this Special Permit review and approval process.

Security deemed necessary to ensure completion for construction of off-site affordable units is to be determined and established as a condition by the Planning Board at the time of this Special Permit approval process.

AMEND Section 8690 as follows:

The parking requirement for any use in the CVOD shall be the same as in the underlying zoning classification, ADD except for Assisted Living Facilities and Elderly Congregate Living Facilities which shall provide parking in accordance with Section 7442.

ADD to Definitions, Section 10000

**ELDERLY CONGREGATE LIVING FACILITY:** An Elderly Congregate Living Facility for persons 55 and over, containing independent living quarters suitable for single or double person occupancy. Within an elderly congregate living facility, residents shall be provided limited assistance with daily living activities and personal care services such as laundry, housekeeping and transportation but not including personal hygiene, nursing or other medical services. The living quarters are not required to have a stove in the kitchen area, but shall include counter space, cabinets, sink, refrigerator, and an outlet and space for a microwave oven. An elderly congregate living facility shall have centralized kitchen and dining facilities. The centralized kitchen shall be fully functioning and staffed to provide to the occupants of the facility three prepared meals per day, seven days a week. The centralized kitchen and dining facilities shall be adequately sized to accommodate the number of occupants of the facility. Adequate shared complete kitchens must be accessible for personal use by the occupants of the facility. In addition to independent living quarters as defined above, such facility may also contain full dwelling units with kitchens for occupancy by elderly residents or by on-site personnel and management, and such dwelling units may be contained in attached or detached buildings.

Tewksbury Planning Board

Motion: The Finance Committee motioned to defer to the Planning Board  
Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 9

Vote: Article 9 was Adopted                      57 Yes/ 0 No (2/3 required-Unanimous)                      8:22 PM                      5/9/12

**Executive Summary:** This article expands the allowed uses in the Community Village Overlay District by allowing for elderly congregate living facilities. In addition, the article requires a multi-family development in this overlay district to provide 15% of the total units as affordable units

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## ARTICLE 10

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by deleting the area described below from the Senior Village Overlay District and adding it to the Community Village Overlay District.



### Tewksbury Planning Board

Motion: The Finance Committee motioned to defer to the Planning Board  
Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 10

Vote: Article 10 was Adopted      56 Yes/ 0 No (2/3 required-Unanimous)      8:26 PM      5/9/12

**Executive Summary:** This article will remove the described area bounded by Andover Street and North Street from the Senior Village Overlay District and add this area to the Community Village Overlay District.

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## ARTICLE 11

To see if the Town will vote to amend the Town of Tewksbury Zoning Map by adding the area described on the Map below to the Community Village Overlay District.



### Tewksbury Planning Board

Motion: The Finance Committee motioned to defer to the Planning Board  
Motion: Planning Board Chairman, Robert Fowler, motioned for Adoption of Article 11  
Motion: Phillip Zerofski motioned for Indefinite Postponement  
Motion: Rick O'Neill seconded the motion for Adoption  
Motion: Joseph Gill motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	8:54 PM	5/9/12
Vote:	Article 11 was Indefinitely Postponed	8:57 PM	5/9/12

**Executive Summary:** This article will add the area described on the referenced map with general frontage on East Street and in close proximity to the Town Center Overlay District to the Community Village Overlay District.

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Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 9, 2012 Special Town Meeting Sine Die, and this motion was Adopted.

10:20 PM 5/9/12

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO  
TOWN CLERK

# State Primary

## September 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 2,132 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Elda Sanborn, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

### STATE PRIMARY September 6, 2012

#### PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Democrat	124	133	102	103	100	112	144	155	973
Republican	133	159	94	108	222	183	140	120	1159
Green Rainbow	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	257	292	196	211	322	295	284	275	2132

#### DEMOCRAT

#### SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Elizabeth A. Warren	94	91	80	75	77	93	97	112	719
Blanks	25	38	18	21	16	15	40	35	208
Write Ins	5	4	4	7	7	4	7	8	46
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

#### REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
John F. Tierney	94	91	75	85	75	84	113	120	737
Blanks	27	39	26	17	20	27	29	33	973
Write Ins	3	3	1	1	5	1	2	2	18
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

#### COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Donald Bumiller	18	22	17	13	16	21	29	18	154
Eileen R. Duff	46	40	35	48	37	40	52	65	363
David W. Eppley	24	17	11	16	20	22	7	17	134
George T. O'Brine	11	16	10	10	11	9	22	14	103
Blanks	24	38	29	16	16	20	34	40	217
Write Ins	1	0	0	0	0	0	0	1	2
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973



**SENATOR IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barry R. Finegold	94	114	81	90	87	98	123	136	823
Blanks	27	19	20	12	11	12	21	19	141
Write Ins	3	0	1	1	2	2	0	0	9
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
James R. Miceli	105	124	92	95			134	139	689
Blanks	16	8	7	7			9	16	63
Write Ins	3	1	3	1			1	0	9
<b>TOTAL</b>	124	133	102	103			144	155	761

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Barbara L'Italien					81	95			176
Blanks					18	16			34
Write Ins					1	1			2
<b>TOTAL</b>					100	112			212

**CLERK OF COURTS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Michael A. Sullivan	97	109	77	84	85	87	115	125	779
Blanks	25	24	25	18	14	25	28	30	189
Write Ins	2	0	0	1	1	0	1	0	5
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

**REGISTER OF DEEDS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Richard P. Howe, Jr.	97	109	77	88	87	93	119	126	796
Blanks	24	24	25	14	13	19	25	29	173
Write Ins	3	0	0	1	0	0	0	0	4
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

**SHERIFF**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Peter J. Koutoujian	98	107	76	86	86	91	116	121	781
Blanks	24	26	26	16	14	21	28	33	188
Write Ins	2	0	0	1	0	0	0	1	4
<b>TOTAL</b>	124	133	102	103	100	112	144	155	973

**REPUBLICAN**  
**SENATOR IN CONGRESS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Scott P. Brown	128	153	91	106	213	181	139	118	1129
Blanks	3	5	3	1	7	1	1	2	23
Write Ins	2	1	0	1	2	1	0	0	7
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**REPRESENTATIVE IN CONGRESS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Richard R. Tisei	115	135	83	92	194	161	125	98	1003
Blanks	17	24	11	16	27	21	15	22	153
Write Ins	1	0	0	0	1	1	0	0	3
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**COUNCILLOR**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Maura L. P. Ciardiello	91	114	75	77	161	134	110	78	840
Blanks	40	45	19	31	60	49	29	42	315
Write Ins	2	0	0	0	1	0	1	0	4
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**SENATOR IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Paul Adams	83	89	55	58	135	112	84	63	679
Alex J. Vispoli	39	61	33	39	78	62	47	45	404
Blanks	11	9	6	11	7	9	9	12	74
Write Ins	0	0	0	0	2	0	0	0	2
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Douglas W. Sears	99	119	77	91			118	83	587
Blanks	31	36	17	16			20	34	154
Write Ins	3	4	0	1			2	3	13
<b>TOTAL</b>	133	159	94	108			140	120	754

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
James J. Lyons, Jr.					187	149			336
Blanks					34	33			67
Write Ins					1	1			2
<b>TOTAL</b>					222	183			405

**CLERK OF COURTS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	116	144	74	91	191	156	111	107	990
Write Ins	17	15	20	17	31	27	29	13	169
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**REGISTER OF DEEDS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	115	143	78	94	194	158	120	107	1009
Write Ins	18	16	16	14	28	25	20	13	150
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**SHERIFF**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	116	144	76	93	195	159	122	107	1012
Write Ins	17	15	18	15	27	24	18	13	147
<b>TOTAL</b>	133	159	94	108	222	183	140	120	1159

**GREEN-RAINBOW**

**SENATOR IN CONGRESS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**REPRESENTATIVE IN CONGRESS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**COUNCILLOR**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**SENATOR IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0			0	0	0
Write Ins	0	0	0	0			0	0	0
<b>TOTAL</b>	0	0	0	0			0	0	0

**REPRESENTATIVE IN GENERAL COURT**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks					0	0			0
Write Ins					0	0			0
<b>TOTAL</b>					0	0			0

**CLERK OF COURTS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**REGISTER OF DEEDS**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**SHERIFF**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	1	0	0
Write Ins	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

# Eligible Voters	20,899
Total Votes Cast	2,132
Percent	10.2%



# Special Town Meeting

## October 2, 2012

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
October 2, 2012

Moderator Keith Rauseo opened the October 2, 2012 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

Moderator Rauseo welcomed the Assembly to our new Town Meeting home, the Dr. Christine L. McGrath Performing Arts Center at the beautiful new Tewksbury Memorial High School.

The Moderator thanked the High School Building Committee for their commitment and hard work over the past several years and announced the members of the High School Building Committee:

Committee Chairman and School Committee member James Cutelis; Committee Vice-Chairman and Community Representative Richard Guida; Committee Clerk, Community Representative, and current High School Principal Brenda Theriault-Regan; School Committee member Dennis Francis; Finance Committee member Ronald Hall; Assistant Superintendent of Schools and former High School Principal Dr. Patricia Lally; Town Manager Richard Montuori; Superintendent of Schools Dr. John O'Connor; School Committee member Joseph Russell; School Business Manager Jeffrey Sands; Selectmen Representative and Planning Board member Vincent Spada; Selectman Anne Marie Stronach; and Committee Secretary Maria McLaughlin. The Moderator also recognized past members of the Building Committee: former Town Manager David Cressman; Selectman David Gay; former Superintendent of Schools Dr. Christine McGrath; and former School Business Manager John Quinn.

Moderator Rauseo invited the current members of the High School Building Committee to lead us in The Pledge of Allegiance.

Moderator Rauseo welcomed State Representative Paul Adams, State Representative James Miceli, and State Senator Barry Finegold, who were all in attendance.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their brown voting ribbons. He explained that if a visitor wishes to speak, a voter must make a motion to allow it and the voters must approve the motion. Moderator Rauseo pointed out the press table, and directed the members of the press to remain in this section while they are in the hall. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and explained the exit routes. He reminded those who have cell phones to turn them off or to put them on vibrate.

Moderator Rauseo explained the following Town Meeting guidelines and procedures:

"During the meeting, no one may stand in the entrances. Restrooms are located directly across the hallway outside the main entrances at the rear of the hall. Officials and article sponsors addressing the voters may use the podium on the stage and face the audience while speaking. Voters speaking on an issue may use the microphones in the aisles at the front of the seating area. Begin your remarks by stating your full name and street address, and please speak slowly and clearly. There is a five-minute limit on speaking for both officials and voters, and you must stop immediately when notified of reaching the time limit – you will receive a one minute warning. No one may speak twice on an article until all other voters who wish to speak have spoken. Address all of your comments and questions to or through the Moderator, not to officials or other voters. During debate on an article, if a voter submits an amendment for consideration, we will debate and act on the amendment immediately, then continue debate on the article, so only one amendment is pending at any time.

I have two notes on process. In previous meetings, I have allowed voters to engage in a dialogue with town officials during debate, especially when a voter had questions about an article. While reviewing this year's earlier meetings, I've realized this causes discussions to drag on and become too informal. Therefore, I will allow voters to ask up to two questions during their allotted speaking time. After the voter finishes speaking, I will ask the appropriate officials to answer any questions asked before recognizing the next speaker. The two-question limit allows town officials to prepare proper answers and prevents

confusion among other voters. If a voter has more questions, or wishes to ask a follow-up question, he or she can speak again after other voters have spoken.

I am also making a change to our voting procedure. Because the seats here have arms and are on an inclined floor, we will use a show of hands instead of a standing count when a count is required. I think this will be safer and more comfortable for the voters.”

David Gay, Chairman of the Board of Selectmen, announced that the Tewksbury School Committee and the Tewksbury Public Schools will host a silent and live auction at the Tewksbury Country Club on November 15, 2012 from 7:00 PM to 11:00 PM. All proceeds will be used to enhance wireless capabilities in all schools as well as to upgrade computers in the elementary schools. Event tickets are \$25.00 per person and will be available at the Community Services Office at 139 Pleasant Street. Auction items needed include any new collectible items, gift certificates, gift baskets, event tickets, vacation time shares or any other donations.

On Tuesday, October 12, 2012, there were 313 voters and 29 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 7:12 PM 10/2/12

Town Manager, Richard Montuori, gave an overview of the Town’s current budget.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the October 2, 2012 Special Town Meeting Sine Die, and this motion was Adopted. 9:12 PM 10/2/12

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee:

Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant, on October 2, 2012.

**APPROPRIATION CERTIFICATE –SPECIAL TOWN MEETING – OCTOBER 2, 2012**

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTERPRISE RETAINED EARNINGS	
1	LABOR AGREEMENT (AFSCME)		74,697.00				From FY 13 Unclassified, Group Insurance
2	CAPITAL ITEMS	422,970.00					
3	HEALTH INSURANCE MITIGATION	14,000.00					
4	FY12 OUTSTANDING BILLS	3,942.18					
5	TOWN HALL ANNEX ROOF REPAIR	70,000.00					
6	EAST STREET WATERLINE					500,000.00	
7	WATER ENTERPRISE CAPITAL				92,409.00		
8	SEWER DEBT SERVICE				30,847.00		
9	SEWER PRIOR YEAR BILLS				102,575.97		
10	STABILIZATION FUND	275,292.00	2,517,534.00				
11	TENNIS COURTS TMHS			375,000.00			
12	ARTIFICIAL TURF FIELD	750,000.00					Subject to the Town's receipt of a PARC grant.
	<b>TOTALS</b>	<b>1,025,292.00</b>	<b>3,028,466.18</b>	<b>74,697.00</b>	<b>375,000.00</b>	<b>225,831.97</b>	<b>500,000.00</b>

Raise & Appropriate \$1,025,292.00

Transfer From Free Cash \$3,028,466.18

Transfers \$74,697.00

CPA Reserve \$375,000.00

Enterprise Funds \$225,831.97

Water Enterprise Retained Earnings \$500,000.00

ATTEST:

DENISE GRAFFEO  
TOWN CLERK



## ARTICLE 1

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee defers to the Board of Selectmen  
The Board of Selectmen motioned to Amend Article 1

The Board of Selectmen motioned to Adopt Article 1 as Amended; transfer \$74,697 from FY13 Unclassified, Group Insurance

Vote: The motion to Amend Article 1 was Adopted 7:16 PM 10/2/12  
Article 1 was Adopted as Amended 7:16 PM 10/2/12

**AMENDMENT:** To see if the Town will vote to ~~raise and appropriate or transfer from~~ **Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$74,697** ~~available funds the sum of money needed~~ to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

**ARTICLE 1 AS AMENDED:** To see if the Town will vote to transfer from Fiscal Year 2013 Unclassified Budget, Group Insurance the sum of \$74,697 to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME).

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## ARTICLE 2

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$422,970.00 for the following four purposes; or take any other action relative thereto.

DPW Elgin Sweeper	\$170,000
Pay-off outstanding Town Leases	\$132,970
School - 30 Smartboards	\$90,000
Total:	<u>\$422,970.00</u>

Town Manager

The Moderator noted a Scrivener's error on page 3 of the Warrant, and there were no objections. The second occurrence of "for" should be "four".

Motion: The Finance Committee motioned to Adopt; transfer \$422,970.00 from certified free cash

Vote: Article 2 was Adopted 7:16 PM 10/2/12

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2012, for the above one-time expenditures. Elgin Sweeper: Funds will replace the current 2001 Elgin Pelican Street Sweeper which is currently not operational. This piece of equipment will be 12 1/2 years old before a replacement can be delivered. Lease Pay-off: Funds will be used to pay existing town leases that have been paid from within various Departments Annual Operating Budgets. By using a portion of the funds to pay these leases off the Town will save in interest costs. Smartboards and Monitors: Funds will be used to purchase for Elementary Schools used for Classroom Technology.

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### ARTICLE 3

To see if the Town will vote to transfer from the certified General Fund Free Cash \$14,000 to the Health Insurance Mitigation Fund; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$14,000.00 from certified free cash

Vote: Article 3 was Adopted

7:17 PM

10/2/12

**Executive Summary:** This article utilizes Free Cash certified as of July 1, 2012 to add funds to the Health Insurance Mitigation Fund in accordance with an agreement of the Public Employee Groups.

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### ARTICLE 4

To see if the Town will vote to transfer from the certified General Fund Free Cash \$3,942.18 to pay for the following outstanding bills from the previous fiscal year; or take any other action relative thereto.

To Account:	Outstanding Bill:	
FY2013 School Operating	Cascade Water	\$435.77
FY2013 School Operating	Aubuchon Hardware	\$550.17
FY2013 School Operating	Tewksbury Food Service	\$1825.24
FY2013 School Operating	Reliable Technology	\$1131.00
	<b>TOTAL:</b>	<b>\$3,942.18</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$3,942.18 from certified free cash

Vote: Article 4 was Adopted - Unanimous (9/10 required)

7:19 PM

10/2/12

**Executive Summary:** According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid and allows a transfer from certified General Fund Free Cash to cover the amount.

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### ARTICLE 5

To see if the Town will vote to transfer from a previously appropriated Warrant Article, Article 9 of the Special Town Meeting October 5, 2004, the remaining balance of \$40,643, and further to transfer \$30,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee defers to the Board of Selectmen

The Board of Selectmen motioned to Amend Article 5

The Board of Selectmen motioned to Adopt Article 5 as Amended; transfer \$70,000 from certified free cash

Vote: The motion to Amend Article 5 was Adopted

7:25 PM

10/2/12

Article 5 was Adopted as Amended

7:29PM

10/2/12

**AMENDMENT:** To see if the Town will vote to transfer from a previously appropriated Warrant Article, Article 9 of the Special Town Meeting October 5, 2004, the remaining balance of \$40,643, and further to transfer \$30,000 \$70,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

**ARTICLE 5 AS AMENDED:** To see if the Town will vote to transfer \$70,000 from certified General Fund Free Cash to fund a new roof at the Town Hall Annex and repair damage caused from the current roof; or take any other action relative thereto.

**Executive Summary:** The town previously appropriated \$100,000 for the replacement of the Town Hall Annex Roof. After funding the design of the new roof, \$90,000 is remaining and the actual cost of the project is \$147,000 based upon bids received. \$40,643 is being transferred from a previously approved article to borrow funds. The original authorization was for \$90,000 to design, construct and equip a new wash bay and storage facility at the Recreation Department Garage and for new Windows at the Town Hall Annex. There is a balance of \$40,643 remaining and the funds are no longer needed for their original purpose. Massachusetts General Laws Chapter 44, Section 20 allows for the transfer of previously unexpended proceeds of the loan for any purpose for which a loan may be authorized for an equal or longer period of time than that for which the original loan. The remaining Funds will be transferred from Certified General Fund Free Cash that is available as of July 1, 2012 and will be used to fund the new roof and address damage caused by the current roof not being repaired. The repair cost is in addition to the new roof cost of \$147,000.

**ARTICLE 6**

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$500,000 for the purpose of paying for cost of new waterline on East Street; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$500,000 from water enterprise fund retained earnings

Vote: Article 6 was Adopted 7:36 PM 10/2/12

**Executive Summary:** At Annual Town Meeting \$1,000,000 was authorized for new waterlines in Town. Of that amount \$825,000 was projected for the cost to remove approximately 8,200 feet of 6-inch and 8-inch asbestos cement water main and replace with 12 inch ductile iron water main on East Street (from Maple Street to Andover Town line) and on Shawsheen Street (from East Street to approximately 400 feet on Shawsheen Street). After receiving actual bids the cost of the project is \$1,295,000. This article provides funding to complete the work and provide contingency funds. Any remaining funding will be used to replace 2-inch mains and AC pipe at various locations based on the town's water model. The article allows the Town to utilize funds that were considered available as of July 1, 2012 in the Water Enterprise Fund. Water Retained Earnings as of July 1, 2012 are \$1,751,088.

**ARTICLE 7**

To see if the Town will vote to raise and appropriate the sum of \$92,409 from the Water Enterprise Fund to pay for the following; or take any other action relative thereto.

New Water Meters	\$15,000
Debt	\$77,409
Total:	<u>\$92,409</u>

Town Manager

The Moderator noted a Scrivener's error on page 5 of the Warrant, and there were no objections. The amount in the article is shown as \$92.409 – it should be \$92,409

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$92,409.00

Vote: Article 7 was Adopted 7:37 PM 10/2/12

**Executive Summary:** This article allows the Town raise and appropriate from water receipts the funds needed to purchase sixty (60) 5/8th meters for new homes and secondary meters. Funds will also be used to pay principal and interest costs for a long term borrowing.



## ARTICLE 8

To see if the Town will vote to raise and appropriate the sum of \$30,847 from the Sewer Enterprise Fund for Sewer Enterprise Debt Service; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$30,847.00

Vote: Article 8 was Adopted

7:38 PM

10/2/12

**Executive Summary:** This article allows the Town to raise and appropriate from sewer receipts for the payment of principal and interest costs for a long term borrowing that took place in August 2012.

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## ARTICLE 9

To see if the Town will vote to raise and appropriate the sum of \$102,575.97 from the Sewer Enterprise Fund to pay outstanding bills of a previous fiscal year; or take any other action relative thereto.

From	To	
Sewer – Operating	City of Lowell	\$102,575.97
	Total:	<u>\$102,575.97</u>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$102,575.97

Vote: Article 9 was Adopted -Unanimous (9/10 required)

7:39 PM

10/2/12

**Executive Summary:** According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid from Sewer Enterprise Fund to cover the amount owed to the City of Lowell for disposing and treating wastewater at their treatment plant.

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## ARTICLE 10

To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and \$2,557,534 from Free Cash, for a total of \$2,832,826 to the Town Stabilization Fund; or take any other action relative thereto.

Town Manager

Motion: Finance Committee Chair, Thomas Cooke motioned to Amend Article 10

The Board of Selectmen motioned to Adopt Article 10 as Amended

Vote: The motion to Amend Article 10 was Adopted

7:45 PM

10/2/12

Article 10 was Adopted as Amended - Unanimous (2/3 required)

7:48 PM

10/2/12

**AMENDMENT:** To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and ~~\$2,557,534~~ \$2,517,534 from Free Cash, for a total of ~~\$2,832,826~~ \$2,792,826 to the Town Stabilization Fund; or take any other action relative thereto.

**ARTICLE 10 AS AMENDED:** To see if the Town will vote to raise and appropriate \$275,292 and transfer that amount and \$2,517,534 from Free Cash, for a total of \$2,792,826 to the Town Stabilization Fund; or take any other action relative thereto.

**Executive Summary:** Since State Aid will be more than projected, there is a projected General Fund surplus and Free Cash has been certified. This Article seeks approval to be set aside in the Stabilization Fund and used the future emergencies or one time purchases. Certified Free Cash as of July 1, 2012 was \$3,628,447.

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## ARTICLE 11

To see if the Town of Tewksbury will vote to appropriate the sum of \$375,000 to create a new recreational use through construction of 5 new tennis courts and associated fence on the campus of Tewksbury Memorial High School, 320 Pleasant Street, including allowed costs incidental and related thereto; To fund such creation, \$375,000 shall be transferred from the Tewksbury Community Preservation Fund Budgeted Reserve.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury Town Manager; or take any other action relative thereto.

Community Preservation Committee

Motion:	The Finance Committee recommended Adoption, deferred to the Community Preservation Committee		
Motion:	Community Preservation Committee Chairperson, Nancy Reed motioned for Adoption of Article 11		
Motion:	Rene Levesque motioned for Indefinite Postponement		
Motion:	Richard Cuoco motioned to Move the Question		
Vote:	The motion to Move the Question was Adopted	8:06 PM	10/2/12
Vote:	Indefinite Postponement was Defeated	8:07 PM	10/2/12
Vote:	Article 11 was Adopted	8:08 PM	10/2/12

**Executive Summary:** The Tewksbury Town Manager and the Friends of Tewksbury Tennis propose the use of CPA funds for construction of 5 new tennis courts on our High School campus. The use of CPA funds is allowed under Massachusetts General Laws Chapter 44B, Section 5.b.2 as creation of a new recreational use. This project will increase the number of public tennis courts in town from 3, located on Livingston Street, to a total of 8, with these 5 being at the High School. There is an expressed need for the additional community tennis courts for players of all ages and abilities. For comparison, surrounding towns have a range of 13 to 18 public courts. The 5 new courts will also benefit existing and expanding high school team matches and practices, as well as public tournaments. This proposal is endorsed by the Board of Selectmen and the School Committee.

## ARTICLE 12

To see if the Town will vote to raise and appropriate or transfer the sum of \$750,000 to be expended by the Town Manager for the cost of constructing an all-purpose artificial turf field at the Tewksbury Memorial High School, including the payment of all costs incidental and related thereto, and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing pursuant to Massachusetts General Laws Chapter 44, Section 7(25), Section 8C of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes or by any combination of the foregoing, and further to authorize the Town Manager to seek reimbursement under the Massachusetts Division of Conservation Services PARC Grant Program and enter into all necessary agreements relating to the Grant Program and further provide that no such monies appropriated shall be expended unless the town receives a grant from the Commonwealth and further categorize the land as dedicated park land in accordance with Massachusetts General Laws Chapter 45, Section 14; or take any other action relative thereto.

Town Manager

The Moderator noted a Scrivener's error on page 7 of the Warrant, and there were no objections. DELETE "and Sec 12 (a)" whereas that section of Massachusetts General Laws has been repealed

Motion:	The Finance Committee motioned to Adopt Article 12; raise and appropriate \$750,000.00
	Warren Carey motioned to Amend Article 12
	Carlos Amaral motioned to Amend Article 12

Chairman of the Board of Selectmen, David Gay motioned to allow Representative James Miceli to address the Assembly  
Thomas M. Bradley motioned to Move the Question

Vote:	Warren Carey's motion to Amend Article 12 was Defeated	8:24 PM	10/2/12
	Carlos Amaral's motion to Amend Article 12 was Defeated	8:35 PM	10/2/12
	The motion to allow Representative Miceli to address the Assembly was Accepted	8:35 PM	10/2/12
	The motion to Move the Question was Adopted	8:46 PM	10/2/12
	Article 12 was Adopted      204 Yes/ 36 No (2/3 required=160)	8:52 PM	10/2/12

**WARREN CAREY'S PROPOSED AMENDMENT:** In line 10 (ten) after the word Commonwealth, add "for \$300,000.00 or greater"

**CARLOS AMARAL'S PROPOSED AMENDMENT:** Delete "should be raised by taxation, by transfer from available funds, by borrowing pursuant to Massachusetts General Laws Chapter 44, Section 7(25), Section 8C of the Massachusetts General Laws" Replace with "should be raised by any form of private funds"

**Executive Summary:** This article authorizes the Town to apply for a Grant through Massachusetts Division of Conservation Services PARC Grant Program to fund the construction of an all-purpose artificial turf field, at the Tewksbury Memorial High School. Funds will not be expended unless the town receives the PARC Grant.

### ARTICLE 13

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 59, Section 5K, to establish a property tax work off program for tax payers over 60 years old; or take any other action relative thereto.

Town Manager

The Moderator noted a Scrivener's error on page 7 of the Warrant, and there were no objections. In the Executive Summary, "statue" should be "statute"

Motion: The Finance Committee motioned to Adopt Article 13

Vote: Article 13 was Adopted 8:48 PM 10/2/12

**Executive Summary:** This article provides for the adoption of the relevant State Statute that governs the property tax work off program for tax payers over 60 years old. By adopting the State Statute it provides guidelines for the Assessors to follow, treating tax withholdings for volunteers and sets the maximum threshold for the hours worked and amount of money that may be abated. \$25,000 was appropriated for the program at the May 2012 Annual Town Meeting to eligible Senior Citizens of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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### ARTICLE 14

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 59, Section 5N, to establish a property tax work off program for tax payers who are Veterans, and to further approve utilizing funds within Article 19 of the May 7, 2012 Annual Town Meeting; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 14

Vote: Article 14 was Adopted 8:55 PM 10/2/12

**Executive Summary:** This article provides for the adoption of the relevant State Statute that governs the property tax work-off program for tax payers who are Veterans. By adopting the State Statute it provides guidelines for the Assessors to follow, treating tax withholdings for volunteers and sets the maximum threshold for the hours worked and amount of money that may be abated. \$25,000 was appropriated for the property tax work-off program at the May 2012 Annual Town Meeting and those funds will be used to also fund eligible Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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### ARTICLE 15

o see if the Town will vote to accept Michael Road as laid out by the Board of Selectmen on September 12, 2012, in accordance with the plan of land entitled: "Street Acceptance Plan, Michael Road, Tewksbury, MA (Middlesex County North Registry District)" dated August 24, 2012, prepared by Surveying and Mapping Consultants, 325 Wood Road, Suite 109, Braintree, MA 02184, a copy of which has been filed with the Office of the Town Clerk, including the taking and/or acceptance of any easements shown on said plan; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 15

Vote: Article 15 was Adopted 8:56 PM 10/2/12

**Executive Summary:** The purpose of this article is to accept the new section of Michael Road as a public way (Town Street).

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## ARTICLE 16

To see if the Town will vote:

to amend the Town of Tewksbury Zoning Map by adding the area described on the Map below to the Community Village Overlay District; or take any other action relative thereto.



2) to amend the Tewksbury Zoning Bylaw by adding a new section 8684.3.n. to read as follows:  
8684.3. n Transient overnight lodging in conjunction with and as an accessory use to function hall.

### TEWKSBURY PLANNING BOARD

Patricia Meuse noted a Scrivener's error on Page 9 of the Warrant, and there were no objections. 8684 n. should be 8684.3.n

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to Adopt Article 16

Vote: Article 16 was Adopted – Unanimous (2/3 required)

9:01 PM

10/2/12

**Executive Summary:** This article will add the area described on the above referenced map to the Community Village Overlay District. The article also adds an additional accessory use for the Community Village Overlay District.

## ARTICLE 17

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by taking the following actions; or take any other action relative thereto.

Section 2200- Delete 8200 Arts, Crafts, Antiques/ Cottage Industries Overlay District

Delete Section 8200 Arts, Crafts, Antiques/ Cottage Industries Overlay District

And amend the most recent Town of Tewksbury Zoning Map by deleting the Arts, Crafts, Antiques/ Cottage Industries Overlay District.

### PLANNING BOARD

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to Adopt Article 17

Vote: Article 17 was Adopted – Unanimous (2/3 required)

9:02 PM

10/2/12

**Executive Summary:** This zoning overlay district is no longer necessary.

## ARTICLE 18

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by adding the following underlined text to the existing language for Cluster Subdivision Special Permits; or take any other action relative thereto.

### 7340. Dimensional Requirements.

All Other Lot Coverage and Dimensional Requirements	As per the standards prescribed for that district as set forth herein; <u>unless otherwise waived by the Planning Board</u>
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## PLANNING BOARD

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to Adopt Article 18  
Patricia Meuse motioned for Indefinite Postponement

Vote:	The motion for Indefinite Postponement was Defeated	9:05 PM	10/2/12
	Article 18 was Adopted (99 Yes/37 No 2/3 required=90)	9:09 PM	10/2/12

**Executive Summary:** The purpose of cluster development is to encourage the preservation of open space for conservation and recreation uses; to promote the better utilization of land in harmony with its natural features and with the general intent of the Zoning By-Law through a greater flexibility in design; to allow for a more efficient provision of municipal services. This article will allow for the greater flexibility in design.

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## ARTICLE 19

To see if the Town will vote to amend the Town Code known as the Tewksbury By-Laws, Chapter 18. Conservation Commission Wetlands Protection By-Law by changing the definition.

### 18.04.020 Definitions

"No Build Zone" means that portion of the Buffer Zone up gradient of the No Disturb Zone and extending to a line ~~fifty feet (50')~~ twenty (20') from the edge of those Wetland Resources, contiguous or intermittent, with a defined dimension, subject to restriction, defined in this bylaw.

"No Disturb Zone" means that portion of the Buffer Zone which extends ~~twenty-five feet (25')~~ (10') from the edge of those Wetland Resources, contiguous or intermittent, with a defined dimension, subject to restriction, defined in this bylaw.

### 18.04.30 Jurisdiction

(7) For the No Disturb Zone which extends ~~twenty-five~~ ten feet (25') (10') from the edge of the Wetland Resources Area, the Commission shall require the applicant to maintain a minimum continuous ~~25-foot~~ 10 foot wide No Disturb Zone of undisturbed, natural vegetation between the proposed activity and the resource area(s). The Commission shall also require a ~~fifty foot (50')~~ twenty foot (20') No Build Zone from the edge of the Wetland Resource Area, whereby the applicant is required to maintain any proposed building (residential or commercial) or structure, as defined in the regulations implementing the bylaw, at least ~~50~~ 20 feet from the resource area(s). When partial encroachment into the No Build Zone setback is unavoidable, the applicant may mitigate this encroachment by increasing the size of the buffer strip area by an amount equal to or greater than the area of the encroachment, using the following guidelines:

The encroachment shall not exceed 10% of the total area of the No Build Zone setback for the lot; and

The encroachment shall not exceed 25% of the recommended width of the total setback from the resource area.

**Add: Drainage features associates with storm water management are exempt from the above buffer zones.**

**The commission may waive the setback entirely if there is a determination that the resource areas will not be impaired.**

### 18.04.45 Performance Standards

The following standards apply to the Buffer Zone of all the resource areas identified in this by bylaw:

~~25~~ 10 Foot No-Disturb Zone: Except as otherwise provided in this bylaw, no activity is permitted within ~~25~~ 10 feet of the delineated edge of the above-mentioned wetland resource areas. Prohibited activities include, but are not limited to, grading, landscaping, vegetation clearing, cutting, filling excavating, road construction, and driveway construction. This standard has been adopted because the alteration of land immediately adjacent to a wetland is likely to result in the alteration of the wetland itself. Alterations typically result from extension of lawns, depositing/dumping of yard waste, over grading, siltation, deposition of construction debris, unregulated filling, and clearing of vegetation, all of which is prohibited.

### 18.04.40 Exceptions

Other than as stated below, those exceptions provided in the Wetlands Protection Act shall not apply under this Bylaw.

General Exceptions

c) The following are exempt minor activities as long as they are located in the No Build Zone. These activities are described in the State Wetland Regulations (310 Code of Massachusetts Regulations 10.00 Section 10.58(6)). The landowner can proceed with these tasks without prior review by the Conservation Commission.

vii) Conversion of lawns to decks, sheds, patios, and pools that accessory to single family homes, as long as:

House existed prior to May 1, 2002;

Activity located more than 25 10 feet from the Wetland Resource Area or bordering vegetated wetland (whichever is farther, and

Sedimentation and erosion controls used during construction

Phil and Kristen Polimeno

Todd and Kristen Keane

Motion: Richard Cuoco, representing the Sponsors of Article 19, motioned to Withdraw

Vote: Article 19 was Withdrawn 9:11 PM 10/2/12

**Executive Summary:** This amendment provides the Conservation Commission with some flexibility on a case by case basis, for work being done in the local by-law buffer zones. The local by-law remains more restrictive than the State Wetlands Protection Act.

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the October 2, 2012 Special Town Meeting Sine Die, and this motion was Adopted. 9:12 PM 10/2/12

RESPECTFULLY SUBMITTED,

DENISE GRAFFEO  
TOWN CLERK



# Presidential Election

## November 6, 2012

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 16,259 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Elda Sanborn, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

November 6, 2012

Precinct	1	1A	2	2A	3	3A	4	4A	Total
	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### ELECTORS OF PRESIDENT & VICE PRESIDENT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	5	8	3	10	3	4	10	11	54
Johnson and Gray	17	10	21	16	23	15	18	24	144
Obama and Biden	898	942	969	841	1,013	939	945	1,031	7,578
Romney and Ryan	999	1,121	964	915	1,223	1,142	1,030	966	8,360
Stein and Honkala	4	9	11	9	7	9	11	7	67
Write-Ins	2	4	7	11	8	6	6	12	56
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	10	15	8	10	7	10	12	14	86
Scott P. Brown	1,161	1,307	1,167	1,125	1,425	1,340	1,244	1,206	9,975
Elizabeth A. Warren	748	766	798	664	844	765	762	826	6,173
Write-Ins	6	6	2	3	1	0	2	5	25
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### REPRESENTATIVE IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	112	131	100	95	117	117	129	127	928
John F. Tierney	753	768	799	699	850	764	774	857	6,264
Richard R. Tisei	972	1,070	959	893	1,211	1,146	1,004	950	8,205
Daniel Fishman	84	121	113	106	91	87	108	112	822
Write-ins	4	4	4	9	8	1	5	5	40
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### COUNCILLOR

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	298	315	230	249	278	302	309	302	2,283
Maura L.P. Ciardiello	830	914	825	782	1,077	976	833	806	7,043
Eileen R. Duff	790	862	917	765	916	829	872	933	6,884
Write-ins	7	3	3	6	6	8	6	10	49
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### SENATOR IN GENERAL COURT

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	145	153	127	135	136	125	153	145	1,119
Barry R. Finegold	1,022	1,124	1,123	1,004	1,159	1,116	1,142	1,223	8,913
Paul Adams	754	814	723	658	977	874	721	679	6,200
Write-Ins	4	3	2	5	5	0	4	4	27
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### REPRESENTATIVE IN GENERAL COURT

#### Nineteenth Middlesex District

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	115	103	66	64			110	87	545
James R. Miceli	1,153	1,364	1,388	1,229			1,319	1,451	7,904
Douglas W. Sears	652	624	521	505			585	508	3,395
Write-Ins	5	3	0	4			6	5	23
Total	1,925	2,094	1,975	1,802			2,020	2,051	11,867

### REPRESENTATIVE IN GENERAL COURT

#### Eighteenth Essex District

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks					164	162			326
James J. Lyon, Jr.					1,132	1,051			2,183
Barbara A. L'Italien					972	899			1,871
Write-Ins					9	3			12
Total					2,277	2,115			4,392

### CLERK OF COURTS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	568	546	488	499	669	645	523	533	4,471
Michael A. Sullivan	1,337	1,528	1,467	1,274	1,581	1,445	1,471	1,491	11,594
Write-Ins	20	20	20	29	27	25	26	27	194
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### REGISTER OF DEEDS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	564	547	497	505	649	646	544	529	4,481
Richard P. Howe, Jr.	1,341	1,529	1,461	1,273	1,603	1,446	1,456	1,502	11,611
Write-Ins	20	18	17	24	25	23	20	20	167
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### SHERIFF

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	393	375	329	323	463	413	397	354	3,047
Peter J. Koutoujian	1,055	1,151	1,156	1,005	1,216	1,109	1,137	1,172	9,001
Ernesto M. Petrone	473	559	480	464	587	584	478	515	4,140
Write-Ins	4	9	10	10	11	9	8	10	71
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

### QUESTION 1

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	183	189	204	169	217	158	246	236	1,602
Yes	1,485	1,649	1,520	1,418	1,776	1,675	1,539	1,579	12,641
No	257	256	251	215	284	282	235	236	2,016
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

**QUESTION 2**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	97	70	54	73	102	73	56	45	570
Yes	856	867	908	809	1,024	906	836	849	7,055
No	972	1,157	1,013	920	1,151	1,136	1,128	1,157	8,634
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

**QUESTION 3**

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	98	70	46	81	107	79	59	52	592
Yes	1,040	1,102	1,174	1,029	1,270	1,139	1,117	1,145	9,016
No	787	922	755	692	900	897	844	854	6,651
Total	1,925	2,094	1,975	1,802	2,277	2,115	2,020	2,051	16,259

# Eligible Voters	21,514
Total Votes Cast	16,259
Percent	75.6%



# Administration

*Board of Selectmen  
Administrative Services  
Parking Clerk*

*Town Manager  
Board of Registrars  
Town Clerk  
Department of Public Works*

*Town Counsel  
Housing Authority  
Veteran's Services*

## Board of Selectmen

During 2012, the Board of Selectmen held regular meetings twice a month except for July and August when they met once a month. The Board addressed many issues such as the budget, recycling, notes and bonds, litigation, independent audit, collective bargaining issues. The Board met with the State Delegation, Representative James Miceli, Representative Paul Adams and Senator Barry Finegold. The Board also met with department heads, representatives from Nation Grid, Verizon and held hearings on liquor licenses, class auto licenses, street acceptance.

Board Members continue to serve on other sub-committees such as the High School Building Committee, Green Committee, Economic Development Committee, Community Preservation Committee and Local Housing Partnership to name a few. The Special Act Charter Committee completed their work and the committee was disbanded.

The Board of Selectmen wishes to extend appreciation to all department heads, support staff and town employees for their commitment to serve the residents. The Board would like to take this opportunity to thank the men and women who serve the town as members of numerous appointed and elected board and committees for their time and effort serving in these positions in town government.

For your convenience, the Selectmen's meeting and other town and committee meetings are televised on Channel 8 and 33.

### BOARD OF SELECTMEN

David H. Gay, Chairman  
Douglas W. Sears, Esq., Vice Chairman  
Scott Wilson, Clerk  
Anne Marie Stronach  
Todd R. Johnson, Esq.

# Town Manager

I respectfully submit my first annual report to the Town of Tewksbury as Town Manager.

This past year the Town made improvements in many areas as we faced the normal challenges to maintain services to residents.

Even with the slow growth in economy Town Finances showed some improvement. Standard and Poor's reviewed the Town's Bond Rating and maintained it at AA-. Decisions to pay-off leases, increasing the Stabilization Fund and Enterprise Fund Retained Earnings as well as eliminating the reliance on one-time revenues as part of the operating budget were major reasons for maintaining the rating. We will continue this disciplined approach as the budget is developed each year. With this approach we anticipate a Bond Rating increase in the future which not only allows the Town to borrow money at a lower interest rate, but gives the Financial Management Team an indication of how well our financial policies and procedures are doing.

The slightly improved finance's allowed departments to address some of their priorities, but we still have a long road ahead of us. During the past year the Council on Aging and Town Offices opened five days a week, needed staff was added to various departments, operating budgets were increased, vehicles and equipment were purchased, and capital improvements were funded.

Once again we were hoping to see the renovation of the Town Hall begin but we were not successful. Kang and Associates were hired as the new Architects for the project and began a new review of the programmatic space needs of the building. Hopefully in 2013 Town Hall offices can be relocated, design completed and renovations begin.

As the next year begins I look forward to addressing the issues central to the residents and businesses of the community. I will continue to hold neighborhood meetings, to listen to the Community's concerns, and finding ways to address them. Improving services to residents and businesses is always a top priority and we look for new and innovative approaches every day. Although there are many challenges ahead I am confident with the commitment of the public officials and employees of the Town that we will achieve our goals.

I would like to thank the Board of Selectmen for their continued support as we made positive strides and improvement this past year. I would like to extend my appreciation to all Department Heads and their staff for their hard work and dedication to the Community. They did an outstanding job providing excellent service to the residents of the Community. Even though there are still many unmet needs they accomplished a great deal over the past year.

Respectfully,  
Richard A. Montuori  
Town Manager

# Town Counsel

## TOWN COUNSEL REPORT CHARLES J. ZAROULIS, ATTORNEY AT LAW

In 2012, Charles J. Zaroulis, Town Counsel, represented the Town of Tewksbury in litigation before the Middlesex Superior Court, the Land Court, and Lowell District Court.

Town Counsel's litigation schedule included eleven (11) cases in Superior Court, four (4) cases in the Land Court, two (2) cases in the District Court, and one (1) case in the United States District Court.

The following significant cases, all of which were resolved in favor of the Town, are:

Town of Tewksbury v. John D. Sullivan, Complaint for Contempt; Dorothy J. Macaulay v. Board of Health; M. K. Realty Trust v. Planning Board; Mathews Main Street, LLC v. Zoning Board of Appeals; Robert DiStefano, Trustee v. Planning Board; and Town of Tewksbury Building Commissioner v. John Forster.

In addition to court hearings, Town Counsel appeared before various state agencies, prepared legal documents, contracts, deeds, leases, construction and contract specifications, easements, court pleadings, legal memoranda and opinions for various Departments, drafted bylaws and regulations, reviewed and drafted Town Meeting Articles, and made eminent domain land takings for utility improvements and street acceptances.

Town Counsel will continue his program of providing municipal law memoranda and training sessions, which address important and current issues of law and the interpretation of laws, for the various Boards, Committees, Commissions, and Departments.

Town Counsel thanks the Board of Selectmen, the Town Manager, the several Boards, Committees, Commissions, and Departments and their officers and employees for the excellent co-operation again provided to him during the past year.

Charles J. Zaroulis, Town Counsel



# Administrative Services

OFFICE HOURS ARE MONDAY THROUGH THURSDAY 8:30AM – 4:30PM

Department Staff: Teresa Belanger, Administrative Services Assistant

The Administrative Services role concentrates on all aspects of Human Resources such as Employee Relations, Employee Benefits, Retiree Benefits, Occupational Injuries/Workers Compensation, Personnel Records, Recruiting, Family Medical Leave, Benefit Coordination, and Medical Cost Analysis.

## Employee Services:

Maintains all employee records including medical and separate employee records.

Maintains central data base for all town and school employees.

Maintains tracking records for all town employees' vacation, sick and personal days.

Coordinates all recruiting efforts including but not limited to job postings, interviews, candidate selection, reference checks, CORI checks and pre-employment physicals.

Maintains and updates all Town employee Job Descriptions.

Completes orientations with all new hires for the Town, notifies retirement board and payroll, benefit enrollment as necessary.

Maintains all new employee records in the Munis Financial Program.

Track and maintain all new Medicare Part D computer program.

Maintain all retiree pension deductions and notify retirement boards of upcoming changes in deductions.

Maintains occupational health records, coordinates and performs utilization reviews as needed.

Maintains all family medical records.

Coordinates all Family Medical Leaves (FMLA) for Town employees including correspondence with employee and physicians, completion of paperwork and tracking time out of work.

Maintains all HIPPA records.

Coordinates all Medicare/Medex benefits with employees who reach the age of 65.

Maintains all records related to the Massachusetts Healthcare Reform Bill.

Coordinates COBRA benefits when necessary.

Maintain, track and process all direct benefit payments.

Processes all Unemployment Claims for Town and School.

Maintains all Civil Service Records.

Provides support to Personnel Relations Review Board (PRRB).

Coordinates MIIA Employee Assistance Program (EAP) Training

Maintains voluntary benefits with Aflac which include: Short Term Disability (STD), Life Insurance, Accident Benefits, Lump Sum Critical Illness Plan and Voluntary Indemnity plan for hospitalization.

## New benefits introduced to the Town in 2012:

Coordinated all healthcare changes for the BCBS plan, including changing active employees enrolled in a PPO plan over to a grandfathered HMO plan, introducing the PPO and HMO Benchmark plans and notifying all Medex participants of the new contribution change to a 90/10 split as well as notifying the retirement boards of all cost changes which impacted every participant enrolled in the Town's insurance plan.

Introduced and implemented a voluntary Flexible Spending Account (FSA) for all Town and School employees.

Administered and tracked all aspects of the Senior Citizen Property Tax Work Off Program.

Respectfully,

Richard A. Montuori

Town Manager

# Board of Registrars

Denise Graffeo, Town Clerk

Frank Teague, Chairman

Edward Creamer

Ruth Teague

One of the major duties of the Board of Registrars is to conduct all voter registration sessions. Registrars are responsible for the voter registration process, for maintaining voter registration records, and for submitting certain records to the Secretary of State. Prior to any election or town meeting, the Board of Registrars conducts a special voter registration session; the date and time are published in advance in the local newspapers and cable TV.

Voter registration in Tewksbury has never been easier than it is today. Residents may register to vote in person at the Town Clerk's Office, Town Hall, 1009 Main Street, Monday – Friday from 7:30 AM to 4:30 PM. Or, you may request a mail-in voter registration form by phoning the Town Clerk's Office at 978-640-4355. Downloadable Voter Registration applications are now available online at the [State Elections Division](http://www.stateelections.com) website. Applications may be submitted in person or by mail. In addition, the state registries of motor vehicles, social service agencies and military recruitment offices provide voter registration services.

There are three (3) important lists the registrars are required to prepare: the annual street list, the annual card file of registered voters, and the registered voters list.

Certification of nomination papers, petitions, proposed town meeting articles, and applications for absentee voting are also the duty of the Registrars.

Information about absentee voting may be obtained by phoning the Town Clerk's Office at 640-4355 or on the Town Clerk page of the municipal website [www.tewksbury.net](http://www.tewksbury.net). Applications for absentee ballots may be obtained from the Town Clerk or the Office of the Secretary of State. Downloadable Absentee Ballot applications are now available online at the [State Elections Division](http://www.stateelections.com) website. Applications may be submitted in person or by mail.

## RE-LOCATION OF PRECINCTS

Effective December 20, 2011 the Board of Selectmen voted to re-locate Precincts 3 and 3A to the Lowell Assembly of God at 995 Andover Street, and Precincts 2 and 2A to the Tewksbury Recreation Center at 286 Livingston Street.

Precinct	Enrollment	Location	Address
Precinct 1	2715	Senior Center	175 Chandler St.
Precinct 1A	2406	Senior Center	175 Chandler St.
Precinct 2	2366	Recreation Center	286 Livingston St.
Precinct 2A	2385	Recreation Center	286 Livingston St.
Precinct 3	3039	Lowell Assembly of God	995 Andover St.
Precinct 3A	2637	Lowell Assembly of God	995 Andover St.
Precinct 4	2236	Library	300 Chandler St.
Precinct 4A	2596	Library	300 Chandler St.

Precinct	Conservative Party	Democratic	Reform	Green Rainbow	Libertarian	American Independent	Republican	Interdependent 3rd Party	Unenrolled	Grand Total
1	1	761	1	2	13		357		1580	2715
1A		715		1	5	1	286	1	1397	2409
2		691	1		9		264	3	1398	2366
2A		676		3	9	2	276	1	1418	2385
3		850			10	3	437	2	1737	3039
3A		709		2	10	2	327	3	1584	2637
4		718		1	2		220		1295	2236
4A		852	1	1	5	1	224	1	1511	2596
Grand Totals	1	5972	3	10	63	9	2391	11	11920	20380

# Housing Authority

This year the Tewksbury Housing Authority has added an additional 154 families to our wait list. Due to the limited number of family units, the Authority closed its family wait list on July 31, 2012 for all non-emergency applicants. There was one vacancy this year in our family housing units. Our vacancy turnovers in 2012 for our elderly/disabled housing units totaled 22. New applicants added to the elderly/handicapped wait list were 147.

Our Robert Flucker Heights Federal Development had a number of renovations completed this year. Parking, roadways and walks were paved, new railings, painting of balconies and existing railings and new energy saving windows installed. Our Carnation Drive Development had new boiler, new railings, new refrigerators and design work started for Community Hall Renovations.

Applications for our Elderly, Family and Section 8 programs can be obtained at our main office located in back of the Community Building of our Saunders Circle Elderly Housing Development. Applications may also be obtained on the Town's website under the Housing Authority link located in the Boards and Committees tab. The Authority's office hours are from 8:00 A.M. to 4:30 P.M. Monday through Thursday and from 8:00 A.M. to 12:00 Noon on Fridays.

Tewksbury's 202 Elderly Supportive Housing Development is progressing. The design phase is almost completed. It is expected that construction will start early spring 2013. There were Three (3) Monitoring Agreements signed for Affordable Housing Trust developments and one (1) resale of an affordable unit at Merrimac Meadows.

I wish to thank all the Authority's residents for their cooperation this year while renovations and improvements to our developments were being completed. I also wish to thank my fellow Commissioners and the staff for their continued efforts afforded to the Authority throughout the year.

Respectfully submitted by:  
Louise A. Gearty  
Chairwoman



# Parking Clerk

A hearing on any parking violation may be obtained upon the written request of the registered owner of the vehicle, as stated on the parking violation notice.

Year 2012 Fines collected and deposited with the Town Treasurer - \$ 17,187.40

Parking Ban (Overnight-Inclement Weather)

Town By-Law 8.24.010

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street from 12:00 (Midnight) to 6:00 AM. This shall take effect on November First of each year and end on March Thirty-First. (A fine of \$25.00 will be imposed for a violation of this Section).

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street, day or night, when it is snowing or when icy conditions exist. (A fine of \$25.00 will be imposed for a violation of this Section).

Any vehicle, other than one acting in an emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street, may be removed or towed away, at the sole expense of the registered owner of said vehicle, under the authority and direction of the Superintendent of the Department of Public Works to a public garage or any convenient place. The Superintendent of the Department of Public Works shall within a reasonable time, notify the Chief of Police of the removal of any such vehicle and of the place to which it has been removed, and the Chief of Police shall give like notice to the registered owner of the vehicle.

Vehicles so towed away shall be stored in a safe place and restored to the registered owner thereof upon proper identification and full payment, to the Town or to the Keeper of the place of storage, for the expenses incurred in such removal and storage. Inquiries, about vehicles so towed away, shall be made at the Police Station. This allows easy and uninterrupted access for the fire, police, school buses, snowplows, sanders, and other emergency vehicles.

Effective January 2000 unauthorized parking in a designated handicap parking area will carry a violation fine of \$100.00 and parking in a fire lane will carry a violation fine of \$100.00.

Effective November 2006: Parking fines, Code # 1-12 increased to \$25.00 from \$10.00 and Code #13-19 increased to \$25.00 from \$15.00.

Parking tickets may now be paid on-line at [www.kelleyryan.com](http://www.kelleyryan.com)

Respectfully submitted,  
Denise Graffeo  
Town Clerk - Parking Clerk

# Town Clerk

Denise Graffeo, Town Clerk (Elected April 2011)  
Christine Cicero, Michele Sullivan, Deborah Winter

**The Town Clerk holds office hours Monday-Friday 7:30 A.M. to 4:30 P.M.**

## Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

## TOWN STATISTICS

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Population	30,077	30,309	32,516
Dog Licenses	2,277	2,081	2,134
Sporting Licenses	---	202	238

## FINANCIAL

	<u>1/1/12 - 12/31/12</u>	<u>1/1/11-12/31/11</u>	<u>1/1/10-12/31/10</u>
Misc. Fees to Town Treasurer	38,716.92	41,996.28	34,107.50
Dog Fees to Treasurer	41,828.00	37,255.00	37,250.00
Sporting Licenses to State	-----	4,596.30	5,619.65
Marijuana Fines	600.00	500.00	600.00
Records Preservation (Revolving)	10,375.00	11,545.00	9,185.00
Parking Fines to Treasurer	17,187.40	20,433.40	11,940.00
Passport Fees	-----	<u>1,225.00</u>	<u>5,175.00</u>
<b>TOTAL</b>	<b>\$108,707.32</b>	<b>\$117,550.98</b>	<b>\$104,177.55</b>

## VITAL STATISTICS

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<b>Birth</b>	247	237	253	273	275	226
<b>Marriage</b>	95	96	94	113	130	123
<b>Death</b>	277	347	269	302	255	222

Chapter 45, Section 15 of the Massachusetts General Laws: The Town Clerk will furnish blanks for the return of Births to parents, householders, physicians and registered hospital medical officers applying therefor.

# Veterans' Services

OFFICE HOURS ARE MONDAY THROUGH FRIDAY

7:30AM - 4:00PM

The Veterans' Services Department has again been active in helping the Town's Veterans. We have provided financial support to those Veterans needing assistance, including administrative support, interpreting and filling out the sometimes complex federal and state forms. In 2012, the Federal Government (VA) expanded veteran's benefits and medical services including; a wider range of prescription benefits. This greatly increased the number of Veterans applying for State and VA Hospital services.

I have represented the Town of Tewksbury at several functions including Memorial Day and Veterans' Day celebrations. On the state level, as a member of the MVSOA, I have worked hard to, get the Welcome Home Bill passed, expanded the definition of a Veteran and secured additional benefits for Veterans. As the Veterans' Service Officer, I attend monthly meetings of the American Legion, Disabled American Veterans and Veterans of Foreign Wars. This office has provided, to our Veterans, a book by the Secretary of the Commonwealth William F. Galvin, detailing Veterans' laws and benefits. The latest benefit is the bonus for the Afghanistan and Iraq War Veterans. All returning Town Veterans have been notified regarding this benefit and we have begun the process to attain this bonus for them.

The Department of Veterans Services continues to offer to the Veterans, dependents, or the widows, services in a wide range of categories; such as:

VA Pension & Compensation	Grave Markers
Hospitalization (in and out patient)	Social Security
Burial Allowance	Disability
Drug & Alcohol Treatment	Medicare Part D
Educational & Vocational Training	Retirement Matters
Copies of Discharges	Military Records

The Department of Veterans' Services does not stand alone in serving the Town's Veterans, but works with the other Veterans' and Fraternal Organizations within the Town. I would like to thank each organization and their members for all the time, effort and contributions they have given to the Town's Veterans. Special thanks should also go to the Town Manager, Board of Selectmen and other Town Departments for their help in making this a Town where the Veteran is well served.

I have worked with the Tewksbury Veterans' Council comprised of the American Legion, Disabled American Veterans, the Veterans of Foreign Wars as well as the Ladies Auxiliary on several occasions to ship "CARE Packages" overseas to our men and women serving our country.

Respectfully submitted,

James F. Williams  
Director, Veterans' Services



# Department of Public Works

The mission of the Tewksbury's Department of Public Works (DPW) is to support and enhance the quality of life for residents, businesses and visitors by providing services and solutions to maintain and upgrade the Town's infrastructure in the most efficient manner; to provide design, construction and maintenance solutions for roads, traffic and drainage systems, trees, sanitary sewers, water production and distribution in order to maximize benefits, convenience and safety to the public.

## Administration

The Administrative Division of the DPW oversees the daily operations of the department and is responsible for all long range infrastructure planning. The administrative staff coordinate the department's daily activities, develop and manage the annual operating, capital improvement and capital equipment budgets for each division; prepare personnel and payroll records of the department's personnel, process vendor invoices for payment, works with the Community Development Department who issues curb-cut and utility road opening permits. This division also assists with the review of plans of proposed subdivisions to insure compliance with town by-laws, regulations and with DPW standards. Also, the Administration Division prepares specifications and bid documents for the procurement of goods and services, equipment and construction contracts for all of the divisions, assists with the hiring of new staff, assists with labor negotiations and manages labor agreement issues, develops, implements and enforces departmental policies, coordinates the administrative support for all divisions of the department and handles all public inquiries.

The Administrative Division of the DPW is comprised of the Superintendent of Public Works, Assistant Superintendent, (1) one full-time and (1) part-time Administrative Secretary. Assistance is also provided by clerical staff from the Community Development Department. DPW Administration staff continued their active role overseeing activities of the Park and Recreation staff, user groups and the maintenance of town facilities. Mowing responsibilities have been outsourced to private contractors for all recreation fields and town facilities, allowing a small force of in-house staff to address daily cleanup, the lining sports fields and addressing requests and repairs as needed.

The DPW Administration provided greater assistance to managers of town buildings this past year in an effort to establish a more inclusive maintenance strategy for all town operated facilities. In 2012, trade contracts were bid to establish a single vendor for each of the trades: Electric, Plumbing and Mechanical/HVAC. By doing so, accountability and quality of workmanship across departments and facilities, as well as, response to emergency situations were better managed. As a liaison to the various town facilities, the Assistant Superintendent provided guidance and coordinated labor in addressing concerns at the Library and Senior Center.

In 2009, a consolidation of the Engineering Division into the DPW organization was initiated to operate as one comprehensive organizational structure focusing on infrastructure, which brought a number of changes to the Department's administrative, planning and operations process. As of 2012, the success of the consolidation has resulted in greater project efficiencies and collaboration across DPW divisions and with other stakeholder departments, especially Community Development and their planning/permitting process. Also, the internal traffic safety group continues to assess improvements to traffic safety throughout town incorporating Engineering, Highway, Police, Fire and Administration staff.

# Engineering

The Engineering Division is staffed by the Town Engineer and two engineering Project Managers. As a team, we provide analytical analyses and design, develop plans and specifications, estimates, management, coordination and construction support for the Department of Public Works (DPW). This includes design for roadway and utilities such as water, sewer, drainage and stormwater. The Engineering Division works closely with other Town boards and departments to assist with planning, conservation and traffic management review. Other services provided include inspections for driveway installations, water and sewer services, Geographic Information System (GIS) map updates, and technical support to Town Counsel for miscellaneous legalities.

The Division's accomplishments for year 2012 were as follows;

- Roadway reconstruction with upgrades to drainage on Michael Street, and Trull Road between Andover Street and River Road.
- In addition to the Town making improvements to Michael Street, it was accepted at Town Meeting as a public roadway.
- Signalization design for the intersection of East Street, Dascomb Road and Shawsheen Street is 75% complete. The designer for this intersection is TEC Engineering. The Massachusetts Department of Transportation (MassDOT) is planning construction for the signalized intersection in 2014.
- Approximately 9,319 residential, 542 commercial, and 51 municipal meters have been replaced to date by the Water Meter Change Out Program.
- The DPW continued the Inflow and Infiltration (I/I) Assessment and Removal Program for the wastewater collection system. These remediation efforts have been primarily targeted on older sections of the collection system. Some repairs have been made on sewer manhole structures with available funds. Approximately 113,760 gallons per day of unmetered water has been removed from the system. A capital improvement plan is being developed for further repair to be conducted over the next five years.
- Drafted Sewer Regulations have been updated since the last revision in 1984. These regulations have been posted for review and comment and will be adopted early in the upcoming year.
- Continuing to maintain the Drain Layer's list for the approved contractors to work on utilities throughout the Town.
- Progress has been made with the GIS for the Town with additional data of the Towns infrastructure. Additional information was added for private sewer lines and sections of drainage throughout Town.
- Assisting with administrative services for both catch basin repairs and cleaning projects as well as hydrant replacements within the DPW. A total of 14 catch basins were repaired, 1,482 catch basins were cleaned, and 52 hydrants were replaced this year.
- The East Street Water Main Replacement is nearly 70% complete. The project began at the Andover town line and will continue to Maple Road resulting in approximately 8,000 linear feet of 8-inch asbestos pipe replaced with new 12-inch ductile iron pipe. The contractor working on this project is J.J. Phelan and Sons. In addition to the water upgrades, the railroad crossing pad located on East Street next to Lumber Lane which was in need of replacement was completed. This will be the first of many improvements the Town is working on to improve the East Street transportation corridor.
- Drainage improvements and water main upgrades have been made on River Road, in the neighborhood of Merrimack Meadows towards Andover Street.
- The Whipple Road Bridge that had been closed since the March 2010 storm was repaired and opened to the public. This project was funded by MassDOT. Through a collaborative effort of the Towns of Tewksbury, Billerica and Wilmington, the project was successfully managed from design stage to close out.
- The Town was awarded a grant to assist with improving the water quality in Long Pond. The Engineering and Conservation Division have been working together to locate areas for rain gardens and vegetated swales that would remove impurities from the stormwater prior to entering the Long Pond watershed.
- The Engineering Division has been very involved with the planning and design for capping the land fill over by Sutton Brook off of South Street. The design is 95% complete and expected for construction during 2014.
- Coughlin Environmental Services, an engineering firm, is in the process of completing plans for roadway reconstruction on East Street based on requests and comments from the Engineering Division. This project will be completed in two phases. The goal is for the first phase of construction to begin in 2013 and the second stage of construction be completed in 2014.
- Assisting the Water and Sewer Division with upgrades to the Florence Avenue pump station. There will be a sewage grinder installed at this location during the winter/spring of 2013.
- Completed testing all "dry weather" testing of the stormwater outfalls throughout town.
- Conducted a traffic count study for the intersections of Old Boston Road and Archstone Avenue.

In addition, the Engineering Division had the assistance of two senior citizens to help scan water service cards that will be included into our GIS water layer. The Division was lucky enough to benefit from the two seniors that were working on the tax work-off program. It was a great success and we hope to have the same opportunity in the upcoming years. The Division was also able to have a summer intern to help test stormwater outfalls for water quality which is a requirement for every Town through the Environmental Protection Agency. All efforts and hard work was greatly appreciated.



There was a change in the engineering staff this year. Nina Nazarian departed the group in December to further advance her career. She was the Project Manager for the meter project and played an important role within the engineering group. The Division wishes her success in her future endeavors. In her position, the Town was fortunate to have Joseph Giuliano join the Engineering Division as the new Project Manager. Both his previous career experiences and education in pavement and transportation engineering are a nice complement to the Division. We are looking forward to his contributions to the team.

This was a positive year for the Engineering Division and we look forward to the new year's challenges. Please visit our web site at [http://www.tewksbury-ma.gov/Pages/TewksburyMA\\_Engineering/index](http://www.tewksbury-ma.gov/Pages/TewksburyMA_Engineering/index) for updated information throughout the year.

## Highway/Forestry

The Highway/Forestry division staff was consolidated into a single division in 2009. Their activities through 2012 included assisting the Engineering Division with roadway reclamation and paving projects; repairing local roads, backfilling of the roadside shoulders, repairing potholes, paving driveway aprons, and installing asphalt berm. Other related street maintenance activities included street sweeping; street and traffic sign installations, traffic pavement markings including school and pedestrian crosswalks, periodic jetting of drain lines and the cleaning of culverts and drainage ditches. The division also constructed storm water leaching basins to alleviate some street flooding in areas where no drainage system existed. When inclement and emergency- related weather events dictate, the division assumes more challenging duties. The 2012, Hurricane Sandy and the early season snowstorm (October 29<sup>th</sup>) tore through town causing trees and tree limbs to break and fall, resulting electric outages, downed wires and many safety concerns. Localized flooding challenged the limited number of crew members within the Highway/Forestry Division to address damages to both public and private property.

In addition, the skill and dedication of the DPW staff, while operating heavy duty trucks and other specialized equipment for long hours, are unique to the overall winter work operations. Pre-treating of roads with de-icing chemicals and plowing of streets, schools, sidewalks and municipal parking lots are completed to insure that all motorists and pedestrian traffic are safe and secure while commuting in and around the Town of Tewksbury. Lastly, over the past 3-4 years catch basin cleaning had been removed from the Division's budget and cleaning was conducted on a case-by-case basis. However, in 2012 funding was provided to clean over half the Catch Basins in town. Although Federal and State regulation mandate on-going repairs and maintenance for the drainage system, this work was helpful in maintaining the function of the system, identifying basins that need to be repaired and drains lines needing flushing. More attention needs to be focused in this area where there are more than (3,000) basins that exist in the drainage system.

Forestry related activities included the removal of hazardous tree conditions threatening public and private properties resulting in (96) trees removed by the town and (49) trees being removed by National Grid as part of National Grid's Hazard Tree Mitigation Program to assistance local towns. In addition, the cutting of (20) lane miles of roadside brush along the Town's right-of-ways helped to improve vehicular safety and sight-lines. The Division continued the removal of (76) stumps along town roadways through contractual arrangement, with the intent to continue reducing the number of existing stumps in 2013. Finally, the recycling of Christmas trees were added to the town compost operation.

## Fleet Maintenance

The Fleet Maintenance Division, consisting of (3) staff members, is responsible for service, repairs and supplies to fuel and maintain (91) pieces of DPW/Utility equipment. DPW mechanics' maintain other department vehicles including (35) Police Division vehicles. Also various small engine equipment (lawn mowers, snow blowers, leaf blowers, generators etc.) are maintained by the Fleet Maintenance Division.

The division orders and maintains the Town's gas and diesel fuel depot including all records of usage for various town divisions; maintains the facility to comply with all aspects of Department of Environmental Protection (DEP) requirements (Stage 2).

A small inventory of parts and supplies are kept in stock. However most are purchased on an as needed basis reducing unnecessary expense, while reducing the requirement for excess storage space.

The division staff reviews Public Works equipment inventory annually and makes recommendations for replacement within the capital budget. In calendar year 2012 the DPW purchased (1) new piece of equipment utilized by the Water Treatment Plant, half-ton, 4-wheel drive pickup truck; and a sweeper used by the Highway Division. The Fleet Maintenance Division Supervisor is also responsible to maintain insurance and MassDOT records, file insurance claims and update carrier records on an annual basis.



# Water Distribution/Sewer Collection

The Water and Sewer Division, with a staff of (9) full time employees comprising of (1) Water/Sewer Division Supervisor, (1) Crew Leader for water distribution, (1) Crew Leader for sewer collection, (1) Special Heavy Motor Equipment Operator and (4) Heavy Motor Equipment Operators. These employees are responsible for ensuring the integrity of the water distribution and sewer collection systems. The water distribution system includes over (170) miles of water mains, more than 10,000 water services, approximately 1,500 fire hydrants and thousands of water main valves throughout the piping network. This division is also responsible for maintaining the Town's sewer infrastructure consisting of more than 180 miles of gravity and forced (pressure) sewer mains. With the completion of the sewer construction project, November 2009, the Town currently has (46) active sewerage pumping stations throughout the Town directing sewerage to the Lowell Waste Water Treatment Plant.

The year 2012, once again was a very active year for our Water/Sewer Division employees who put in long hours with their normal work hours and overtime repairing water main breaks, water service leaks, sewer breaks, and sewer backups along with our normally assigned responsibilities. We are still in the process of trying to get caught up with our normal maintenance programs that were neglected while the Town wide sewer project was in full swing. Some of these duties consist of numerous water service repair calls, low pressure checks, dirty water calls, fire hydrant repairs, fire hydrant replacements, repairing and replacing water meters, hot topping streets after water service and water main breaks, checking, cleaning and maintaining our forty six (46) sewerage pumping stations on a daily basis, checking and at times flushing the sewer lines all over town, repairing sewer manholes, responding to and clearing sewerage backups due to grease and soap build-up, and numerous other jobs performed by the employees not mentioned above.

New Badger water meters and MTU units were still being installed throughout Town to all homes, commercial, and municipal buildings which started in 2008. These new water meters are able to send signals via airwaves to collectors and repeaters situated all around Town in various locations which will then transmit the data to Computer Services at the Town Hall Annex Building and then to the water billing office computer. The new water meter replacement project took approximately four (4) years to complete ending in 2012. So far 98% of the residential, 99% of the commercial and 100% of the municipal water meters have been installed. Staff also assisted the private meter installers with water service shutoffs if the meter valve did not shutoff properly.

The Town in 2009 started a secondary water meter program to allow residents to install a dedicated water meter for outside irrigation sprinkler lines only. This program has had more residential and commercial property owners take advantage of the secondary meters than anticipated and is an ongoing program.

In the fall of 2012, the Town and the engineering firm of Coughlin Environmental started a water main replacement project on East Street from Shawsheen Street to Maple Street upgrading an older 6" inch and 8" inch water main to a 12" inch ductile iron water main. This project should be completed in the spring /early summer of 2013. All residential and commercial water service lines will also be replaced to the property lines so there will be no older piping in the street once the project area is completed. This project will also bring significant fire protection to the East Street and Shawsheen Street intersection area when completed.

In October of 2012, the Town experienced a considerable power outage throughout town caused by the Hurricane Sandy. During this power outage, staff must alternate the hook up of emergency portable power generators to all the sewerage pump stations without power by attaching electrical cables to the control panels to supply power to these stations. Staff pump down the water in the station's wet-well to a safe a level. Once all the pump stations affected are pumped down begin the routine over again until normal power is restored. Some employees didn't see their homes for 3 to 4 days during this storm.

In the fall of 2012, the Town replaced, through contract 50 outdated fire hydrants at various locations around the town. This ongoing annual project is slated to replace approximately 600 fire hydrants. Since 2010 the Town has replaced 150 fire hydrants to date with 450 more to be replaced in the coming years.

In the spring of 2013 the Town will be installing a sewerage grinder machine before the holding tank at the Florence Ave. pump station in South Tewksbury due the heavy and destructive flushing of foreign materials being flushed down toilets which include cloth wipes, dental floss, female hygiene products, rubber gloves clothing, plastics, etc. This is a huge ongoing problem being encountered at all of our 46 sewer pumping stations situated all over town. The only things that should be flushed down toilets are human waste and toilet paper.

The Water/Sewer Division also puts in long hours assisting the Highway/Tree Division with sanding, salting and snow removal during the winter months, flooding, downed trees and other projects requiring our assistance all year long.

# Water Filtration

The Tewksbury Water Treatment Plant is a full conventional treatment facility, specifically designed to treat water from the Merrimack River. The plant is capable of treating up to seven (7) million gallons a day and the Town can store up to a total of seven (7) million gallons of water in three (3) storage tanks. In 2011, the Town of Tewksbury used 862.39 million gallons of water. This is an average of 2.36 million gallons per day with a peak usage of 4.483 million gallons (on 7/14/12) during the hot summer months.

Residential use of water was 537.4 million gallons (62%) which resulted in a Residential Gallons per Capita Day usage of: 49 gallons per person per day.

Industrial usage this year was 166.5 million gallons or about 19.3 %.

Municipal usage topped out at: 26.9 million gallons which includes 15.4 million gallons used for the annual flushing program to clean all the pipes in the water system.

The original facility was built in 1988 and went online June 5th. Our first daily production was 0.9 million gallons. Our facility now process over 3 million gallons a day during the same period of time or more than 300% increase. As the plant enters its 25th year of operation, the Town has completed a comprehensive Engineering Evaluation (performed by AECOM of Wakefield) in order to ascertain what parts of the facility are in need of replacement and/or upgrades; and to ensure our treatment process meets pending Environmental Protection Agency (EPA) regulation changes. In addition, due to incompatibility and violation of local regulations, the City of Lowell will no longer act as our back-up for our sludge drying facility. So we are now in the process of investigating methods to increase reliability of our sludge drying facility and increasing our sludge storage. Once again this will be handled by AECOM of Wakefield.

Under the category of normal "wear and tear" we continue to address equipment issues as they occur. In 2012 a new compact submersible mixer was added to the sludge storage tank. This device is a high flow mixer and performs the same duty as the original mixer while using 1/5 the electrical power and at half the cost. Other issues that were addressed concerned the use of re-activated carbon in our filter beds. Our first side by side trial indicated no difference in using the re-activated carbon vs. virgin activated carbon. Along with several other facilities on the Merrimack River also trying this material all have had good reports. In the process, the plant's spent carbon is hauled back to an NSF certified facility and reactivated. It is stored in a specified location until we call for a replacement. Then our original carbon (now cleaned and re-activated) is returned for use again. This proven process, which has been in use for over ten years, will both save valuable resources and will save over \$40,000 per year in carbon replacement cost.

"Is my water tested?" is a commonly asked question. As a requirement of MaDEP our entire process is tested every four hours. The process is also monitored by 22 analytical online devices generating hundreds of thousands of numbers each year. A sophisticated computer network assists in the "number crunching" to generate monthly reports which are sent to MaDEP each month. In addition, samples for bacteria, phosphate and fluoride are processed by our State certified laboratory as part of our mandated quality control program. On a quarterly basis other types of analysis are performed to guarantee that the water users of Tewksbury are getting water that meets and exceeds EPA and MaDEP quality standards.

Thank You,

The employees of the Department of Public Works have done an exceptional job in serving this community considering the workload that is assigned to them, the need for their response during emergency conditions at all times of the day or night, all year long and the growing demand for service given the expanded infrastructure. It is through their tireless efforts and dedication that the mission of our organization can be achieved.



# Community Activities

*Library Trustees*

*Council on Aging  
Historical Commission*

*Recycling Committee*

## Library Trustees



Board of Library Trustees, 2012

Joseph Frank, Chairperson

Robert Homeyer

Paige Impink

Patrick Joyce

Patricia Pino

Eugene Walsh

Mission and Vision of the Tewksbury Public Library:

*The public library of Tewksbury seeks to provide the Town's residents with a wide variety of materials, resources and services. Our vision is to empower Tewksbury's residents by developing, promoting, and delivering lifelong learning opportunities and to culturally enrich the entire community. We endeavor to combine traditional roles of providing a quality book collection and customer service oriented atmosphere, with current technological advances in the retrieval of information.*

In short, we want to help you transform your life! That's a tall order, but together we can achieve this goal.

Due to continued economic hardship, the library applied for its sixth consecutive waiver from the MA Board of Library Commissioners in October. With support of the town, the Library was able to hire a Circulation Supervisor in the summer of 2012 (for fiscal year 2013). While this is a new function in the Library, it did not add an additional staff member to the roster. The Circulation Supervisor allowed the Library to replace a position that had been vacant for a year. By using a slight increase in Town funding and some Library State Aid, the Library was able to spend 90% of what it should on books and subscriptions. We are still not able to buy the variety and amount of materials that the community needs, but this forward growth is appreciated. It is projected that 2013 will continue to be economically challenging to the Town and the Library. Library staff members, Trustees and Friends of the Library are committed to providing the best library service possible to Tewksbury residents.

Library staff members continued to provide services that reflect the needs of our community with adult events and classes, including a town-wide reading initiative called Tewksbury Reads. Sponsored by the Library, The Friends of the Tewksbury Public Library and with a grant from the Massachusetts Board of Library Commissioners, this event encouraged everyone to read the same book and then come in community to discuss it and learn during the month of June, 2012. The book selected was about local boxing legend, Micky Ward, and was titled: *Irish Thunder: The Hard Life and Times of Micky Ward* by Bob Halloran. Children's services continue to grow. Our two classes for babies and toddlers were so crowded that we needed to split the meetings from 2 to 4 per week! There are a lot of parents and caregivers who realize the importance of language, story and song for their little ones.

Library staff members also ensured that our residents could use their mobile devices to use our web services by creating and launching a mobile application. Check the card catalog and reserve a book or a spot at a class all from your smart phone. We also increased the number of electronic books that residents can borrow for their e-readers. Online classes and an online resume writing service are only two of the new web offerings at the Tewksbury Public Library. Library Trustees and staff members are committed to continual improvement of the collections and services to residents because we know that the Library is an important place in Tewksbury to gather, find information and learn. Thank you for your support.

The Trustees thank the Friends of the Tewksbury Public Library for their funding support for the large variety of lectures, classes and performances that the Library is able to offer for the community. Without the fundraising efforts and generosity of the Friends, the frequency and scope of these events would not be possible. Please support these hard-working people who work tirelessly for us by becoming a member of the Friends or shopping at The Friendly Little Bookstore! The Library also relies on a wonderful group of teen and adult volunteers to shelve books, clean the library, and help during the summer reading programs. Without these dedicated volunteers, library service would be diminished and we would miss the energy and smiling faces these people bring to our Library every week!



The Trustees thank the library staff for their excellent service:

<b>Director:</b>	Diane Giarrusso	<b>Clerical Assistants:</b>	Jeannine Briley	Gail Holland
<b>Executive Secretary:</b>	Mary Toombs		Jennifer Burke	Helen Mooney
<b>Librarians:</b>	Noelle Boc, Children's Robert Hayes, Technical Services Freyja Sanger, Reference	<b>Maintenance:</b>	Jill Connolly	Joanne Toppin
<b>Library Associate:</b>	Rachel Steele, Circulation Supervisor		Michael Deshler	
<b>Specialists:</b>	Amy Martin, Children's Joyce Salvato, Technology			

**Library Hours for 2012:**

Monday – Wednesday 10 a.m. to 8 p.m.  
 Thursday – Friday 10 a.m. to 5 p.m.  
 Saturday 9 a.m. to 5 p.m.  
 Closed Saturdays in June, July and August.  
 Closed Sundays

Important 2012 Statistics:	
Size of physical Collection: 96,306 items	Number of Items Borrowed: 238,269
Size of electronic book Collection: 3,888	Number of electronic books Borrowed: 4151
Classes/Events Offered: 427	Attendance at Classes/Events: 13,693
Number of Online Databases Purchased: 6	Staff Size in FTE's: 14.5

**Value of Library Services:**

Here's a new way to look at library activity, based on the return on the Town's investment to the Tewksbury Public Library. For every tax dollar allocated to the library in FY2012, residents received over \$5 in library service in return.

Calculate the Value of Services Used at Your Local Library with MLA's Online Spread Sheet			
Please input in the leftmost column the number of times you or your family have used the library services described below to learn how much it would have cost to purchase these services at estimated retail values.			
Input Your Quantity of Use	Library Services FY12 Tewksbury Public Library	Retail Value (average)	Value of Services
148534	Books Borrowed	\$14.50	\$2,153,743
4151	Ebooks	\$10.00	\$41,510
4682	Magazines Borrowed	\$5.00	\$23,410
4160	Newspapers browsed (minimum)	\$9.50	\$39,520
60604	DVDs Borrowed (e.g., Blockbuster)	\$4.00	\$242,416
18519	Audio Borrowed (books on CD & music CDs)	\$9.95	\$184,264
1779	Downloadable Audio	\$14.95	\$26,596
1916	Museum Passes Borrowed	\$30.00	\$57,480
52926	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,323,150
2072	Meeting Room Use per Hour	\$25.00	\$51,800
239	Auditorium Use per Hour	\$250.00	\$59,750
1586	Adult Programs Attended	\$15.00	\$23,790
11019	Children's Programs Attended	\$7.00	\$77,133
19708	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$236,496
5120	Online Magazine or Newspaper	\$2.00	\$10,240
12748	Reference Questions Asked	\$7.00	\$89,236
	<b>Total Value</b>		<b>\$4,640,534</b>
<b>Total Municipal Appropriation in FY12</b>			<b>\$862,352</b>
<b>Value of Library Service per dollar appropriated</b>			<b>\$ 5.38</b>
Copyright Massachusetts Library Association (MLA) 2008 Information acquired from FY12 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records			

Respectfully Submitted,

Joseph Frank, Chairperson  
 Diane Giarrusso, Library Director

# Council On Aging

The Council on Aging (COA) mission is to enhance the lives of Tewksbury Senior Citizens by identifying their needs and developing programs, activities, community involvement and resources to provide them tools for an independent, productive and enriched quality of life.

In January of 2012 the Board of Health (BOH) was welcomed to the Senior Center upon the departments re-location and has become part of the Senior Center family. The BOH Department is located in the office suite and operates during the same hours.

In July of 2012 the Tewksbury Senior Center began a five day week re-opening again on Fridays. The hours were extended to that of 7:30 AM to 4:30 PM. In addition, the Center is open frequently on weekends and evenings for special programs and events.

During the year two additional exercise programs were added to the agenda making 18 classes total. In a recent study of our class enrollment we found that 142 people take advantage of these classes each week. The majority are women (87%) and the minority men (18%)...indicating that we need to concentrate on establishing more exercise programs for men. However, male participation has increased in such activities as: billiards (played all day each and every day), wood carving and the new Men's Group which meets every other Thursday morning and has between 18-22 men in attendance. The house band, the Silvertones, is basically comprised of males with 2-3 female musicians and vocalists. More men have also joined the Swinging Senior Chorus this year.

A Multiple Sclerosis Support Group was initiated at the Senior Center this past year. Participants meet on the 3<sup>rd</sup> Monday of the month from 10:00 AM to 12:00 Noon. We are also looking into the possibility of starting a Parkinson's Support Group. Elder Services held a 6 week "Powerful Tools Training for Caregivers" which was very well received. Another such series is planned for March of 2013. The Swinging Seniors provide 5-6 concerts to our elderly in local nursing homes and assisted living facilities each Spring and Winter. They also perform at the Town's Christmas Tree Lighting Ceremonies in December and have included a holiday concert at the Senior Center at the end of 2012.

The Senior Center is now the home of a TOPS (Take Off Pounds Sensibly) chapter which meets each week on Tuesday from 7:30 to 10:00 AM. In addition, a Diet Workshop group meets each Thursday from 9:00 to 10:00 AM. These groups are open to the public.

There are 2-3 dances held at the Center each month – one afternoon dance with a DJ, an evening dance with music provided by our house band the Silvertones and a third Friends dance featuring a variety of live bands during the year. Other entertainment at the Center during 2012 included: 3 Edwards Twins shows; a 3Tenors show; a Lobster Bake with entertainment by the "Uptown Girls"; the Tewksbury Library "Mickey Ward Day"; presentations by the Historical Society; the Police Departments "Night Out Against Crime"; the BOH Health Fair; an Art Show...to mention a few.

Two Girl Scout troops meet at the Center during the school year as does the Tewksbury Garden Club, the Piecemakers, the Red Hat Carnation Belles, the Golden Age Club, the MV Watershed Committee, the Town Manager's Project and Department Head Staff meetings and various Town committees. As most residents are aware, the Senior Center is a polling site during elections and an emergency shelter.

Through COA Formula Grant Funds the following projects were completed in 2012: replacement of the molded hardi board with vinyl siding; the expansion of the irrigation system to include the adjacent garden area; and, a hot top walkway around the garden. The DPW installed a hot top pathway to what is now called the "healing garden" and installed benches purchased by the Tewksbury Garden Club. The Garden Club also planted several shade trees this Fall and the Friends of the Elderly landscaped and trimmed the overgrown shrubs and added mulch and flowers to the area. The Friends of the Elderly also supported the maintenance of the flower beds, trees, swails and fertilization of the lawns.

Through the efforts of Town Manager, the COA increased its staff by adding a Senior Clerk Secretary. Town Manager also initiated the Tax Work Off program for Seniors. Through the efforts of one such worker we were able to purge many old files and re-organize some of our files. With the help of our new Secretary, we have had a smoother transition in providing help for Fuel Assistance and SNAP (food stamp) applicants; and, have seen an increase in those applying for said programs. The COA also provides tax return services through our AARP Tax Assistant Volunteers and medical insurance counseling through our Elder Services SHINE Counselor.

We continue to offer classes in creative arts with programs in painting, embroidery, wood carving, crafts, quilting and jewelry making. Recently an Italian Language class was added to the list. We have eleven such classes. Our elderly also keep their minds active with game days of Cribbage, Whist, Cootie, Mahjong and other board games as well as the ever popular Zingo. Two Cribbage Tournaments were held this past year as were Regional Senior Olympic Billiard Tournaments.

Our 100 plus volunteers continue to be the backbone of the Senior Center by raising funds for the Friends of the Elderly at yard sales, breakfast benefits, golf tournaments and public meals. They also supervise many activities, keep attendance, and volunteer in our two shops...the Snooti Patooti Gift Shop and the Upscale Consignment Shop. These two shops are Town shops with all proceeds deposited into the COA Revolving Account. Our COA Revolving Account, like the work of our elder volunteers, provides all funds (along with grant funds) for our instructors, programs, activities and maintenance/office supplies. Without these proceeds we would not be as successful as our department is in offering a productive and cordial environment to our elders and the general public.

The Tewksbury Senior Center through the efforts of many people is an oasis of activity and information for the community as a whole. It is shared and used by many residents and guests. It is a haven for those in need through referral, application assistance, Meals on Wheels and Congregate lunches, support groups and in keeping our elder's health and minds alert and active.

The Tewksbury Senior Center is an important and vital part of the community. It offers both a friendly atmosphere as well as a productive one. It's an oasis for those weary of heart, for those undergoing life crises, for those seeking to learn, for those who are lonely, for those who are full of energy and enterprise and for those who want to provide a bit of sunshine to others...those who make a difference.

We Tewksburyans, Town Employees and Officials can take pride in our accomplishment and in taking care of our "greatest generation"!

Respectfully submitted: Linda Ricardo-Brabant

Council on Aging 2012 Members

Chairman, Rose McKenna  
Vice Chairman, Lorene Patch  
Treasurer, Marie Durgan  
Clerk, Joan Unger  
Joanne Aldrich  
Joel Deputat  
Ellen (Peg) Keefe  
Dvoralyn (Dee) Kerr  
Warren Layne  
Paul McNaught  
Mark Wood

Alternate Member

Virginia Desmond

Staff

Linda Ricardo-Brabant, Director  
Janice Conole, Sr. Clerk Secretary  
Robert Noel, Bldg. Maintenance

Senior Center Hours

Monday through Friday  
7:30 AM – 4:30 PM

Open on evenings and weekends for special events.

Tewksbury Council on Aging

175 Chandler Street  
Tewksbury, MA 01876  
E-Mail: [lbrabant@tewksbury-ma.gov](mailto:lbrabant@tewksbury-ma.gov)

Contact Information:

Tel: 978-640-4480  
Office: 978-640-4482  
Fax: 978-640-4483



# Tewksbury Recycling Committee (TRC)

The Recycling Committee continues to Educate and inform the public of ways to Reduce, Reuse & Recycle here in Tewksbury. We have maintained a recycling percentage of approximately 18%, which is similar to the previous year. We applaud those that have increased their efforts to recycle in the Town.

## Zero Waste Day 2012

This event was held on 9/22/12 at the Wynn Middle School. The public once again responded greatly to this opportunity to donate used but still valued items to various charities. **More than 20+ tons** of potential waste was diverted from our waste stream and put to good use as a result of this event. **Zero Waste Day 2013** will be held on Saturday, September 21<sup>st</sup>, 2013 at the Wynn Middle School from 9:00 AM to 1:00 PM and we encourage all to participate!

## Scholarship Awards

Two \$ 750.00 scholarships were awarded to Jessica Kenney and Jordan LeBlanc as graduating seniors, in the name of the Tewksbury Recycling Committee and Republic Services. All Tewksbury seniors are eligible for our yearly scholarship, regardless of where they attend high school. Applications can be found in the High School Guidance Department and at: [www.tewksbury.info](http://www.tewksbury.info). Deadline for applications is April 5, 2013

## Recycling in Schools

The **Paper Retriever** continues to thrive in both our school system and the Town itself. All schools participate and generate modest income from this program.

In 2012 a total of **151 tons** of paper was collected in our town! The benefit to the Town is the reduction of tipping fees that would correspond to the tonnage collected in these bins (over \$ 10,00.00) Four additional containers were placed in 2013 and will increase the reduction of paper in our Waste Stream. We encourage all residents to drop off all newspapers, magazines, junk mail and any paper products for recycling at any of the schools in town.

## Got Books Bins:

The four Got Books containers in Tewksbury continue to divert items from the Waste Stream and have collected 117,285 lbs., or **59 tons** of books. Once again, this is a way to recycle and reuse items while also reducing the tonnage/expense associated with the collected materials. (approx.. \$ 4,00.00)

## Ryan School Green Team

The Green Team is a hands-on recycling program at the Ryan School. Team Leaders educate and involve the 5<sup>th</sup> and 6<sup>th</sup> graders in all levels of recycling. The TRC supports their endeavors in a variety of ways including paying for prizes for their environmental T-shirt contest.

## Library Information Center/TRC Website/Media

The TRC website and information center continues to provide updated information and improved methods of dissemination of information. Our Committee has a Facebook page with which we update the followers with current information and Events. Our thanks to TRC member Sean Czarniecki for keeping our website current.

## Newspaper Articles and The Patch on-line news

The Committee periodically submits articles to local newspapers and on-line news sites to let the residents know what is going on concerning recycling and what is being done to promote it. We hope these articles have been informative.

## Budgetary Allowances

The Committee purchased or supported:

Attendance at various workshops and seminars

Battery Recycling Program

Recycle tote bags to be used at various TRC events

Purchase of recycling stickers

Prizes for the Ryan Green Team T-shirt contest

### **Additional On-going Recycling in Town:**

#### **Rechargeable/Recyclable Batteries**

Rechargeable batteries and button cell batteries can be dropped off at multiple locations throughout Tewksbury, including both town hall and the library. All other batteries can be discarded in trash. Batteries are turned in for recycling and thus kept out of the waste stream.

#### **Aluminum Tab Collection**

The TRC is collecting pull-tabs from aluminum cans. They can be turned in at the TRC station at the library. These items are then donated to the Shriners.

#### **Festival of Trees**

Once again the TRC participated in the Festival of Trees held at the Public Library. The tree was adorned with recycling messages and natural ornaments. Our thanks to TRC member Pam Meroski for finding the time to set-up, take-down and decorate our tree.

#### **Current Projects under Construction:**

- (1) Continual updating of both the TRC website and information center
- (2) Planning and involvement in Zero Waste Day 2013
- (3) Earth Day Event – April 2013

On behalf of the Recycling Committee, I would like to take this opportunity to thank the members of the Recycling Committee for their dedication and hard work and the Committee would like to thank the residents of Tewksbury who take the time to recycle and urge other residents to participate in this worthwhile program.

**Loretta Ryan**

Chairperson: Tewksbury Recycling Committee

# Historical Commission

The Tewksbury Historical Commission is established by Massachusetts General Laws as accepted by Town Meeting. Its duties are directed toward the purpose of "preservation, protection, and development of the historical or archeological assets" of the town of Tewksbury, as well as safeguarding and promoting appreciation of Tewksbury's heritage.

In October 2012, Atty. James J. Gaffney III, the long-time Chairman of the Commission, resigned his position. Atty. Gaffney has provided decades of service to Tewksbury, and his knowledge of the community, his wisdom and experience, and his leadership abilities were all of great value to the Commission and will be difficult to replace. The entire Commission wishes Atty. Gaffney all the best.

In 2012, the Commission fulfilled its responsibilities under the town's Demolition Delay By-Law, reviewing 10 applications for demolition permits and imposing the 270-day demolition delay on one, the 1906 General Adelbert Ames Castle at the top of Catamount Road. General Ames was a Civil War and Spanish-American War general, a Medal of Honor recipient, Governor of and U.S. Senator from Mississippi during Reconstruction, and a successful businessman. He built the castle at the start of his retirement and lived there almost 30 years. Though the Commission imposed the demolition delay on the castle, financial and zoning circumstances and the building's condition did not allow for an alternative that was acceptable to the building's owner, and the castle was demolished in December 2012 after the expiration of the delay period. The experience with the castle illustrates the need for the town to take a more active role in the acquisition and preservation of historic properties when they become available and before renovation and upkeep becomes financially infeasible.

The Commission typically meets on the third Monday of alternate months in the Trustees Room of the Public Library. The Board of Selectmen is the appointing authority for the Commission, and of this writing there are two open positions. The Commission would welcome new members to fill these spots, so if you have interest in helping preserve Tewksbury historic heritage, please submit an application at the Selectmen's office in Town Hall.

## TEWKSBURY HISTORICAL SOCIETY SUPPLEMENT

The Commission coordinates activities with the Tewksbury Historical Society, a non-profit corporation which has grown to more than one hundred and twenty five members. The following supplement was submitted by the Society:

*The Tewksbury Historical Society has regular membership meetings which are always open to members of the public. Regular exhibits are held throughout the year in the Local History Room of the Tewksbury Library to display Tewksbury history. The Tewksbury Historical Society is the official repository for Tewksbury artifacts and photographs in Tewksbury. The public may view these photographs of Tewksbury's past at the Local History Room every Tuesday from 3:30 to 5:30pm. We can help you solve history questions about Tewksbury history.*

*Visitors and members are encouraged to donate items of Tewksbury history for preservation. These will be used to exhibit Tewksbury history. The Society is a non-profit (501C3) organization. Donations made to the Society are tax deductible. You may reach us by mail at: Tewksbury Historical Society, P.O. Box 522, Tewksbury MA 01876 or by emailing us at [tewksburyhistoricalsociety@msn.com](mailto:tewksburyhistoricalsociety@msn.com). Our websites are [www.tewksburyhistoricalsociety.org](http://www.tewksburyhistoricalsociety.org) or [www.tewksburyhistoricalsociety.com](http://www.tewksburyhistoricalsociety.com)". Phone contacts are Sandra Mouser at 978 851 4966 or Dave Marcus at 978 388 7262. Society has scheduled a number of tours and events for the year which can be found on the website.*

The Historical Commission would also appreciate information about preservation issues, including any historical or archeological asset which may be threatened or unknown to us. Contact information for Commission members is below.

Respectfully Submitted,

## THE TEWKSBURY HISTORICAL COMMISSION

Keith Rauseo, Chairman <a href="mailto:krauseo@comcast.net">krauseo@comcast.net</a> (978) 851-7545	Warren Carey <a href="mailto:lizwarrencarey@gmail.com">lizwarrencarey@gmail.com</a> (978) 851-9165
William J. Wyatt, Vice-Chairman <a href="mailto:Wjwyatt01@comcast.net">Wjwyatt01@comcast.net</a> (978) 640-0658	Thomas Churchill <a href="mailto:t.churchill@comcast.net">t.churchill@comcast.net</a> (978) 640-6927
Eileen McDonagh, Secretary (978) 851-6076	



# Safety

## Fire Department

2012 was a busy year for the Tewksbury Fire Department, responding to a total of 6,630 incidents. Building fires accounted for 14 of the 89 responses to fire. 2,873 calls for ambulance service were answered, 48 of which were for lift assists. An additional 67 lift assists were performed by engine company personnel. An aging population, increasing assisted living facilities, healthcare reform modifications, and nature of the economy will likely impact emergency medical services throughout the region for years to come.

The department consists of 50 sworn fire officers and firefighters and one civilian administrative secretary. Our newest firefighter, David Giasullo, completed an intensive twelve-week recruit training program at the Massachusetts Firefighting Academy on December 21, 2012. The average age and years of service with the Department is 44 and 17 respectively. Our fire officers have an average of 23 years of service with the Department. In Tewksbury, line personnel are assigned to an engine company, an ambulance, or serve as the officer in charge of one of the four working shifts. The Fire Chief, Deputy Chief, and one civilian secretary make up the administrative day shift. The Deputy Chief is the Fire Prevention Officer responsible for conducting commercial plan reviews and inspections and for addressing target hazard issues within the community. He also supports firefighter and community education efforts with regard to fire and life safety issues. Engine companies support fire prevention efforts by performing residential plan reviews, oil burner and smoke detector inspections, residential propane installation inspections, and quarterly daycare, hospital, and school inspections. The officer in charge, a captain also known as the shift commander, conducts mobile tank inspections and underground storage tank removal inspections. The captain is also responsible for monitoring all commercial fire alarm and sprinkler work permits being exercised on any given day.

The Town is broken down into three response districts with fire stations located in the Center, North, and South. Each station has one engine company with a lieutenant and two firefighters assigned. In addition to the engine company in the Center Station, two cross-trained firefighter/EMTs staff a primary BLS ambulance and a captain is assigned to oversee the on duty force. At the South Station, the two firefighters assigned to the engine company also staff a secondary BLS ambulance when the primary ambulance is already committed to a call. This leaves that engine company temporarily out of service if a second medical call comes in; however, the fire lieutenant left behind moves to an emergency response SUV should he be needed at another incident. An unmanned aerial ladder truck and a heavy rescue are housed at the Center Station along with a light brush truck. A normal response to a medical emergency would send the nearest engine company and the primary ambulance. A normal response to a house fire would send the two closest engine companies directly to the fire scene along with the shift commander and the primary ambulance, if available. The third engine would respond to the Center Station to staff the ladder truck and await response instructions from the shift commander. This model has proved operationally effective and cost efficient for the majority of the community's response needs. Mutual aid and off-duty members are called in when incidents exceed the on duty crew's capability. When funds are not available to provide full station staffing, an engine company is taken out of service on a shift by shift basis and the members are re-assigned to cover the remaining in-service apparatus.

An important function of any fire department is to prevent the occurrence of situations that produce injury, death, destruction of property, or negatively impact our environment. We try to accomplish this through public education and fire prevention programs. In 2012 the Department expended \$5,265 received from a State S.A.F.E. Grant for the education of school age children in the area of fire and life safety. The grant funds also provided for National Fire Prevention Week activities in October which included a Fire Station Open House and a presence at several safety fairs at local businesses. We are very fortunate to have a dedicated staff of firefighters and community volunteers that participate in these and other fire and life safety based programs.

The Tewksbury Fire Department continues to promote the purchase of hydrant markers for its Adopt-A-Hydrant Program. Keeping your neighborhood fire hydrant clear of snow in the winter time and free of brush and plantings in the warmer months help firefighters locate hydrants when they are needed most. Information can be obtained by visiting the Department's website at [www.tewksbury.net/fire](http://www.tewksbury.net/fire) or by calling (978) 640-4410.

The Tewksbury Firefighters, Local 1647, continues to sponsor a File of Life Program. This program will provide Tewksbury residents who have a significant medical history the opportunity to compile this information in a readily accessible and standardized format. To participate in this program please call (978) 640-4410 and ask to receive the File of Life; its free to you or your family members and it works!

<b>Incident Analysis</b>	<b>2012</b>
Ambulance Calls	2,873
Responses to Fire	89
Rescue/Assist Ambulance	2,254
Hazardous Condition	104
Service Calls	555
Good Intent Calls	150
False Alarm	461
Other Type of Incident	11
Carbon Monoxide Incident	66
Lift Assist	67
<b>Department Responses</b>	<b>6,630</b>
<b>Permits &amp; Inspections</b>	<b>2,781</b>
<b>Department Responses</b>	<b>Total</b>
1980	2,161
1990	3,160
2008	5,998
2009	6,115
2010	6,454
2011	6,701
2012	6,630

### **FIRE DEPARTMENT ROSTER – December 31, 2012**

<b>FIRE CHIEF:</b>	Michael Hazel	Year of Hire 1988		Oscar Forero	1985
				James Fitzpatrick	2011
<b>DEPUTY CHIEF:</b>	Albert Vasas	1989		Joseph Fortunato	2001
				John Fowler	2004
<b>CAPTAINS:</b>	James Bruce	1995	Michael Giasullo	David Giasullo	2012
				2011	
	Michael Callahan	1989		Joseph Gillis	1997
	Michael Sitar, Jr.	1982		William Gosse	1998
	Jon Viscione	1985		Richard Hamm	1987
<b>LIEUTENANTS:</b>	William Brothers	1997		Timothy Holden	1994
	Robert Calistro	1998		David Karlberg	2001
	David Carney	1995		Joseph Kearns	1995
	James Giasullo	1988		Robert Keddie	2011
Jeffrey Giasullo	1995			David Levy, Jr.	1997
	Donald Greer	1986	Christina Merrill	Robert Little	1984
	Paul Guttadauro	1994		Brian Mackey	2009
	Brian Hurley	1989		2003	
	Scott Keddie	1987		Michael Merrill	2004
	Gary Kerr	1988		Thomas Murphy	2004
	Russell McGlaufflin	1989		Stephen Powers	1982
	Timothy Niven	1985		Alan Rosemond	1989
<b>FIREFIGHTERS:</b>	Scott Austin	2003		Kenneth Sandberg	2003
	Patrick Brothers	1995		Daniel Sawicki	2004
	Joseph Dogherty	1986		Daniel Sitar	1987
	Patrick Doherty	1997		Daniel Small	1988
	Todd Elliott	2006	<b>SECRETARY:</b>	Steven Spencer	2002
				Daniel Yost	2004
				Susan Burns	2002



# Police Department

The Tewksbury Police Department provides for the safety and security of our Community through the judicious enforcement of the laws of the Commonwealth of Massachusetts, the Town by-laws, the Constitution of the United States of America, and through crime prevention education and Community programs. All personnel are truly dedicated to the Department's mission of providing these services with the highest degree of professionalism, honesty, integrity, and character. Every member of our Department is devoted to providing the highest quality of public service with respect, honor, fairness, pride, compassion, and courage.

The Department is comprised of seventy one (71) extremely motivated employees, including fifty five (57) sworn officers, nine (9) civilian dispatchers, and five (5) civilian administrative support personnel. The lion's share of the Department's resources is being expended on the prevention, response, and investigation of property crimes, traffic accidents and issues, drug and alcohol violations, and crimes of violence. Epidemic level drug dependency, alcohol abuse, employment shortages, and all of their residual problems associated with a failing economy are significantly impacting this Community and driving the need for police services off the charts.

The Department's calls-for-service volume has been increasing every year by an average of 3-5%. The total number of incidents logged in the Department's Computer Aided Dispatch Records Management System in 2012, which include calls-for service, motor vehicle stops, and all patrol initiated activities, is 62,512 up from 43,417 for the entirety of 2011. Arrests have been steadily increasing by roughly ten (10) percent a year since 2008 and have reached a record seven hundred eighty four (784) in 2012. In 2012, assaults are up over fifteen (15) percent, burglaries are down by over twenty (20) percent, thefts from a dwelling are down by over thirty (30) percent, thefts from a vehicle remain static, and shoplifting is down by over fifteen (15) percent. Drug activity, arrests, and offenses continue to steadily increase while liquor law violations and drunk driving arrests have increased by over thirty (30) percent from 2011 to 2012. Department personnel have responded to seven hundred ninety two (792) motor vehicle accidents (down from 898 in 2011) and have issued fifty five hundred twenty three (5523) traffic citations (up from 3,311 in 2011) in an effort to reduce traffic accidents, injuries, and fatalities and to improve the quality of life of the Town's residents. Officers have embraced a "doing more with less attitude" in this tough economic time and are responsible for a hundred (100) percent increase in proactive building and area checks and a thirty five (35) percent increase in motor vehicle stops. Officers have conducted more than thirty two thousand (32,000) of these proactive building and area checks and more than sixty seven hundred (6,700) motor vehicle stops in 2012, in an ongoing effort to reduce crime and the fear associated with it. I firmly believe the reductions in traffic accidents and property crimes are direct results of this hard work and dedication.

In addition to the daily proactive and reactive regiment being performed by the Dispatchers, Patrol Division, and Detectives in 2012, the Department has integrated increased levels of crime prevention education and Community programs into our crime reduction strategy (mission). The Department has targeted all Town populations with various programs that include: radKIDS (which is now incorporated into the School Department curriculum), Opiate Awareness Week, Citizen Police Academy, National Night Out Against Crime, D.E.A. Drug Take-back Initiative, Operation Yellow Blitz, Operation Graduation, Neighborhood Watch, Safe Halloween, Child Safety Seat Checkpoints, Click-It or Ticket, Drive Sober or Get Pulled Over, Bike Helmet Rewards Program, and the P.A.L. Program. The Department continues to work in collaboration with all Town Departments to bring these and other necessary programs and services to our residents and business owners as it is recognized that everyone's help is needed in order to produce acceptable results in this rugged economic climate where staffing levels and funding would not otherwise allow for them.

I would be remiss if I did not mention and memorialize how supportive the Town Manager, the Board of Selectmen, the Finance Committee, and the residents of this fine Community have been during my three year tenure as Chief of Police. The support has allowed us to improve our staffing budget to fifty six (56) sworn positions after years of static staff funding and reductions from the fifty nine (59) sworn officers, ten (10) civilian dispatchers, and seven (7) civilian administrative support personnel that existed in 2001. The Manager and Board of Selectmen have acknowledged the workload increase on my personnel and the outstanding production by these highly dedicated professionals I consider myself lucky to lead. The valiant effort of my personnel to provide for the safety and security of those we have been sworn to protect has never wavered during this overwhelming tough economic period and I am grateful for that and the support we have received from our Community. Our residents and local business owners have joined forces with us to keep the Community safe. The cooperative effort of all those mentioned has made a difference.

Respectfully,

Chief Timothy B. Sheehan  
Tewksbury Police Department



# Police Department Roster

<b>Chief of Police:</b>	Timothy Sheehan	1987	<b>Patrol Officers:</b>	Kevin Reese	1989
				James Hollis	1995
<b>Deputy Chief of Police:</b>	John Voto	1996		Daniel Kerber	1995
				Markus McMahon	2001
<b>Administrative Director:</b>	Matthew Small	1997		Kimberly O'Keefe	2002
				Arthur Piccolo	2002
<b>Lieutenants:</b>	James McKenna	1980		Eric Hanley	2002
	Robert Stephens	1996		Chris Scott	2002
	Scott Gaynor	1996		Karen Capuano	2003
	James Williams	1996		John Casey	2003
				Robert Bjorkgren	2003
<b>Detective Lieutenant:</b>	Ryan Columbus	2000		Alysia Russo	2008
				Paul Nicosia	2008
<b>Sergeants:</b>	Robert Field	1996		James Ryser	2008
	Timothy Kelly	1995		David Miano	2010
	Brian Warren	1988		Michael Newcomb	2010
	Mark Perry	1988		Christopher Lefebvre	2010
	Chris Coviello	1989		Patrick Connor	2010
	Steven Torres	2000		Edward Jackman	2011
	Thomas Cooke	2002		Paul Morris	2011
	Joseph Kelley	2004		Andrew Richardson	2011
	Walter Jop III	2000		Christopher Byrne	2011
	Patrick Harrington	2003		David Duffy	2011
				Michael Holmes	2012
<b>Court Prosecutor:</b>	Brian Warren	1988		James Griffin	2012
<b>K-9 Officer:</b>	Albert Piccolo	1995	<b>Dispatch Supervisor:</b>	Edward Sullivan	1994
<b>Detectives:</b>	Michael Sheehan	1988	<b>Dispatchers:</b>	Garin Worth	1997
	Andre Gonzales	1995		Karen Poisson	1997
	Jessica Mulvey	1996		Kimberly Griffin	2001
	Peter Regan	2003		Jason McNamara	2008
	Douglas Pratt	2004		Matt Carapellucci	2008
	Dennis Peterson Jr.	2004		Joseph Newton	2010
	Brian Farnum	2004		Robert Joyce	2010
	Brian O'Neill	2005		Jason Gage	2012
	Michael Donovan	2008			
			<b>Reserve Dispatchers:</b>	Lauren Mackey	2005
<b>Evidence Officer:</b>	Andre Gonzalez	1995		TJ Cooper	2004
				William Tarpey	2010
<b>Detective/Juvenile:</b>	Michael Sheehan	1988		Colin Trelegan	2010
				Erica Vozzella	2010
<b>School Resource Officer:</b>	Kathryn McLeod	1996			
			<b>Executive Assistant:</b>	Alice Kennedy	1996
<b>Safety Officer:</b>	Jennie Welch	2003			
			<b>Secretaries:</b>	Eileen Newton	1987
				Patricia Stotik	1995
			<b>Facility Maintenance:</b>	Jack Crowe	2006

**Reserve Police Officers:**

Matt Carapellucci  
TJ Cooper  
Joseph Delucia  
Cindy Dicalogero  
Pat Doherty  
John Donoghue  
Deb Evans  
Jack Farrell  
Joseph Fortunado  
Bob Fowler  
Phil Gath  
George Hazel  
Victor Hidish  
Mark Hildebrand  
Rick Hopkinson  
Phil Hyde  
John Jarek  
Matthew Jarek  
Steve Kandrotas  
Scott Keddie  
Alice Kennedy  
Deborah Kenney  
Dave Levy Sr.  
Edward Martin  
Brian McCarthy  
Sharon McClafferty  
Jason McNamara  
Beverly Mosher  
Joseph Newton  
James O'Hare  
Steve Pelrine  
Karen Poisson  
John Powers  
Steve Powers  
Paul Ringwood  
William Schwalb  
Daniel Sitar  
Robert Westaway  
Jack Whitehouse  
Mark Wood

**Crime Statistics 2012**

Forcible Rape	20
Robbery	12
Assault Aggravated	89
Assault Simple	208
Assault Intimidation	79
Burglary/Breaking and Entering	116
Shoplifting	78
Theft from Building	83
Theft from Motor Vehicle	118
Theft of Motor Vehicle Parts	1
Thefts (all others)	282
Theft of Motor Vehicle	36
Counterfeiting/Forgery	47
False Pretense/Swindle/Confidence Game	87
Credit Card/Automatic Teller Fraud	31
Embezzlement	3
Destruction/Damage/Vandalism of Property	208
Drug/Narcotic Violations	124
Statutory Rape	2
Bad Checks	18
Disorderly Conduct	30
Driving Under the Influence	107
Drunkenness	124
Trespassing	14
Liquor Law Violations	27
All Other Offenses	468
Arrests	784
Citations	5523
Alarms	1072
Reports	2721
Building Checks	32857
Accidents	792
Call Volume	14868
Motor Vehicle Stops	6724

# School Department

*Superintendent of Schools*

*Scholarship & Education Fund*

*General Information*

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*Committees  
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*Shawsheen Valley Regional  
Vocational / Technical School  
District*

## Superintendent of Schools

### Introduction

The Tewksbury Public Schools serves students in grades preschool through grade 12. The district operates a preschool program, four elementary schools, an intermediate school, one middle school and a comprehensive high school. In addition to the regular educational program, Tewksbury offers a full range of co-curricular and extra-curricular, extended summer learning opportunities, an extended day program, a full-time kindergarten for a fee, and an adult educational program.

The cooperation between the town and the district has enabled the school to maintain curriculum and instruction services. Additionally, the infusion of one-time funds has led to the strengthening of our technology infrastructure, provided maintenance upgrades and enabled the district to pursue needed curricular and textbooks.

### Personnel

The process of change continues in the Tewksbury Public Schools. Assistant Superintendent of Instruction and Curriculum Loreen Bradley retires after eighteen years of serving the Tewksbury Public Schools. Ms. Bradley served nine years as the Assistant Superintendent and also served as Principal of the Loella F. Dewing Elementary School, Tewksbury Memorial High School Assistant Principal and District Curricular Coordinator. During her tenure she was instrumental in upgrading technology in all of our schools and overseeing the implementation of new and revised curriculum across the educational spectrum. Ms. Bradley is looking forward to residing in her Sandwich home and frequenting the local golf course.

### Faculty

The following faculty members retired at the conclusion of the 2011-2012 school year:

Loreen Bradley – Assistant Superintendent of Curriculum and Instruction after 18 years.

Nancy Farrey-Forsyth – Special Education Teacher at the John W. Wynn Middle School after 34 years.

Kathleen Ford – Kindergarten Teacher at the Heath Brook School after 18 years.

Roseanne Kolack – Special Education Teacher at the John W. Wynn Middle School after 30 years.

Joanna Krainski – Math Teacher at the John W. Wynn Middle School after 43 years.

Patricia Krol – Social Studies Teacher at the John W. Wynn Middle School after 35 years.

Linda Malone – Art Teacher at the Heath Brook and Louise Davy Trahan Schools after 27 years.

Patricia Mondello – World Language Teacher at Tewksbury Memorial High School after 6 years.

Denise Morandi – Elementary Teacher, Grade 3, at the North Street School after 20 years.

Susan Scofield – Physical Education Teacher at the John W. Wynn Middle School after 41 years.

Elaine Senechal – Science Teacher at Tewksbury Memorial High School after 8 years.

Ginamarie Talford – Humanities Teacher at Tewksbury Memorial High School after 17 years.

Judith Hopkins – School Nurse at the John W. Wynn Middle School after 25 years

### Staff

Elaine Ciccolella – Classroom Instructional Aide at the Loella F. Dewing Elementary School after 12 years.

Eileen Mahoney – Secretary at the Loella F. Dewing Elementary School after 19 years.

William Catherwood – Custodian at the John W. Wynn Middle School after 16 years.

Charles Coughlin – Custodian at the John F. Ryan Elementary School after 15 years.

Henry Dewing – Custodian at the John W. Wynn Middle School after 17 years.

Richard Fallon – Custodian at the John W. Wynn Middle School after 13 years.

Donald Page – Custodian at the Heath Brook School after 33 years.

Joseph Rice – Custodian at the Louise Davy Trahan School after 14 years.



We offer our thanks and appreciation to all of our retirees. Their work has impacted countless children and has had a profound impact on the Tewksbury Public Schools. We wish them the best in their retirement.

### **Curriculum and Assessment**

The district's curriculum serves as a guide and helps teachers to plan their day-to-day instruction. The curriculum provides a clear description of how each area of study is organized and how it connects with what is taught in other subject areas and classes. It also provides direction on what is most important for students to learn.

Each subject area is reviewed on a regular, rotating basis to help ensure the district's curriculum remains current and effective, and that the intended curriculum is the curriculum which is embedded in the classroom. The two phases of the process are known as Program Design and Implementation & Monitor and Adjust.

***Program Design and Implementation*** – There are several steps to complete in this phase of the curriculum-review process.

An internal Subject Area Review Committee (SARC) collects and evaluates data to be used when the curriculum area enters the review process.

A curriculum committee (SARC) comprised of district teachers, administrators, and the assistant superintendent solicits input from staff and the public. The Committee gathers research material, analyzes the subject area, and develops recommendations. Residents are given an opportunity to comment on the newly proposed curriculum material adoption. Early in the process, the Tewksbury School Committee also has an opportunity to provide input.

The recommendations of the curriculum committee are presented to the superintendent.

The recommendations of the superintendent are sent to the School Committee for review and approval.

After Committee approval, curriculum guidelines are developed that identify the content and skills students should learn for each grade level.

Professional development opportunities are provided for teachers to be trained to effectively implement the new curriculum and resources in their classrooms.

This year, professional development sessions were also provided to train faculty for the implementation of the new Massachusetts Educator Evaluation System. SMART Goals, *Understanding by Design*, and Differentiated Instruction were included in these sessions.

***Monitor and Adjust*** - As teachers use the curriculum in this next phase of the process, they collect data about student performance to make sure the curriculum guidelines are having a positive impact on student achievement. If not, the guidelines are reviewed and adjusted. This information forms the foundation for the internal review teams when the curriculum begins the next review cycle.

This ongoing process ensures the curriculum stays relevant and effective. This year, under the leadership of Dr. Patricia Lally, Assistant Superintendent for Curriculum and Instruction, the district has continued its adoption and implementation of a new elementary mathematics series, extending its use from grades K – 6. In addition, two mathematics series are currently being piloted at grades 7 and 8 for the adoption of one program in the 2013 – 2014 school year. At the high school level, Spanish and Social Studies pilots are being conducted for a Fall adoption.

### **Massachusetts Comprehensive Assessment System (MCAS)**

This Spring, the Massachusetts Comprehensive Assessment System (MCAS) results revealed some encouraging data for our district; e.g., combined Advanced & Proficient aggregate scores increased in 14 of the 17 categories. However, student achievement data for our sub-group populations continues to lag behind in the tested content areas. In an effort to address these concerns, budgetary requests focused on the replacement of outdated textbooks, a review of the service delivery models presently being utilized to service our sub-group populations, the implementation and continuation of a variety of software test preparation programs, and the expansion to our district-wide Response to Intervention initiative at the middle and high school levels. Curriculum teams, at each grade level, are continuing the task of aligning our present curriculum with the newly adopted Common Core State Standards in English Language Arts and Mathematics. Consideration of the format of the upcoming new state testing system is included in the district curriculum efforts.

**School Department Budget**

The budget for the 2011- 2012 school year was \$43,834,575 or an increase of \$1,016,745 (2.4) as compared to the amount expended in the prior year. The composition of the budgeted increase for FY12 by major cost categories was as follows: Salary increased by 3.4%; Operating Costs increased by 0.3%; Capital Costs were flat; and Fixed Costs increased by 3.3%. Despite these ordinary increases to the budget, the school department was able to end the 2011 - 2012 year modestly favorable to budget while preserving staffing levels, maintaining school facilities, and continuing with services and programing at levels consistent with prior years. During the 2011 – 2012 year, the school department received Federal & State Grant funding totaling \$1,266,481.

The budget for the 2012 – 2013 year is \$44,918,995 or an increase of \$1,084,420 (2.5%) as compared to the prior year budget. The composition of the budgeted increase for FY13 by major cost categories is as follows: Salary increasing by 4.2%; Operating Costs decreasing by 1.4%; Capital Costs are flat; and Fixed Costs increasing by 2.5%. Federal & State Grant funding for the 2012 – 2013 year is \$1,173,846 representing a decrease of \$92,635 or 7.3% as compared to prior year. The School Committee as well as our School Administration is very confident that they can continue to maintain staffing levels and provide our students with a quality educational experience with this level of funding.

**John and Abigail Adams Scholarship**

The John and Abigail Adams Scholarship provides a tuition waiver for undergraduate education at the University of Massachusetts, the state colleges or community colleges. Students qualify for the scholarship when scoring in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test: by scoring in the Proficient or Advanced category in the second subject (Math or English Language Arts); and have a combined MCAS score on their assessments that ranks in the top 25% in their school district. Congratulations to the Tewksbury Memorial High School award recipients:

James Aronson	Vincenzo Barinelli	Conner Benoit
Matthew Blaisdell	Christopher Blake	Adriana Brown
Samantha Campbell	Ashly Caredeo	Mackenzie Carr
Michael Casey	Jamal Choudhary	Nicholas Cocca
Melissa Cordwell	Christopher Dardonis	Rebecca Davies
Zachary DiRocco	Jeremy Dulong	Linda Ferreira
John Fiorello	Jessica Freitas	Rachel Gillis
Cortny Guttadauro	Ryan Hartnett	Eric Hunter
Jennifer Iannacci	Tess Irving	Devin Kelly
Cody Lafortune	Allyson Lewis	Bradley Marshall
Samantha McGouldrick	Nicole McKenna	Krista Mignon
Caitlin Morris	Sabrina O’Neil	Stephanie Paine
Kyle Pandolph	Sydney Paoella	Christopher Paquette
Sarah Parker	Anna Piccolo	Bradley Pontes
Alina Porzio	Tyler Puleo	Carolyn Raneri
Nicole Ricciardi	Nicaela Samson	Claire Scheipers
Arianna Smith	Matthew Smith	Jessica Sokel
Nicholas Souza	Cory Thomas	Molly Tibbetts
Michael Weitz		

**School Committee Recognition**

After three years of dedicated service to the Tewksbury Public Schools, Ms. Jayne Miller completed her term on the School Committee in April 2012. During her tenure, she worked closely with the Special Education community in Tewksbury Public Schools. Through the departure of one member the door opens for another. In April 2012, James (Jamey) Cutelis was elected to the School Committee and appointed to the position of Clerk. Mr. Cutelis and the veteran members of the School Committee are vested in Tewksbury Public Schools and will strive to make them the best they can be!



### **Student Services & Special Education**

As the Town of Tewksbury decides next fiscal year's budget, our special education programs often become a focus of attention. The reason for this is that special education costs are one of the main drivers of the school budget, and these costs do rise each year. Part of these increased special education costs are a result of legal mandates, enrollment, and the degree of special needs in our schools.

State and federal laws mandate the town to provide special education services to its residents beginning at age three and until age twenty-two. Eligibility determination for special education services is monitored through a rigorous evaluation process. The process of evaluation, data collection, and eligibility is conducted by a team of professionals who are familiar with the child. Through careful review and criteria, only those students identified as having true disabilities and who will require direct services receive special education. In the past year, the ratio of students in Tewksbury who qualify for special education services has been between seventeen and eighteen percent. This marks a slight decrease from previous years. This decrease can be attributed to rigorous training efforts and focus on eligibility determination criteria. The actual number of special services students has remained the same, and we have had no increase in special education staffing. However, students' needs are changing.

The most notable change in recent years has been an increase in preschool population with significant special needs. This is true throughout Massachusetts and the nation. Children who benefited as infants from lifesaving medical interventions and advances in medicine are entering our schools with more severe health, physical and learning disabilities than predecessor generations. Another national phenomenon has been the dramatic incidence of children identified on the Autism Spectrum, is also impacting our preschool population. Children with these types of disabilities require more intensive services, not only at the preschool level, but as they continue through the elementary and upper grades.

The law mandates public schools that all children with special needs receive services that allow them to access, participate and progress in public education. The law also requires that if the public education setting is not sufficient then we must find a private school for them to learn. Whenever possible, Tewksbury has made a commitment to create programs in our own schools. This is both educationally sound and fiscally responsible. Whenever we have a group of students with similar need for whom we can develop a program, we do so. The number of children requiring placement outside of Tewksbury has remained constant. The majority of students, even those with significant needs, are being taught in specialized programs that we have created within the district.

### **Student Services & Special Education, cont.**

Beyond budgetary reasons and legal mandates, there are ethical and educational reasons to support our efforts to educate our children in our own schools. Teachers who can accommodate students with significant special needs have developed instructional practices that effectively support the needs of all students. Instructional differentiation is required in classrooms. This practice is beneficial to the most talented and to the most disabled learners. A favorable ratio of students to teachers, a structure that ensures all students receive clear and consistent curriculum and instruction, and supplementary supports for disabled students are some of the attributes of a high performing learning environment. These attributes benefit all children. Additionally, all children in these classrooms develop a first-hand understanding of learning differences, a perspective that will continue to serve them well in their adult pursuits.

The rate of increase for special education costs will always be greater than the rate of increase for the rest of school programs. This reality is understandable. Although Tewksbury's percentage of students receiving special education services is stable, we have more students with more intense needs who require more programs and services at a greater per pupil cost. Our alternatives, however, are even more costly. Tewksbury is meeting its obligation by providing high quality, cost effective programs for students with special needs.

### **Tewksbury Memorial High School and Building Committee**

The opening of the new Tewksbury Memorial High School in August 2012 proved to be the highlight of the year! Some 950 students were mesmerized as they entered the new facility. The Ribbon-Cutting Ceremony was held on September 27, 2012. Representatives of local, regional, and state government attended along with representatives of the Massachusetts School Building Authority (MSBA). The ceremony included the dedication of the Dr. Christine L. McGrath Performing Arts Center. A community-wide Open House was held on September 8, 2012. It is estimated between 3,500 and 4,000 individuals participated in this historic event.

### **Summary**

I am honored and pleased to provide the citizens of Tewksbury an update on the progress of our public schools. This represents my third year as superintendent of the Tewksbury Public Schools. I have enjoyed preparing this report as there is a tremendous amount of good news to share. Dedicated teachers, caring support staff, skilled administrators, supportive parents, engaged



students, a wonderful community and a thoughtful School Committee comprised the Tewksbury Public Schools. The collective goal of this group is to ensure all our students receive a quality education.

I am looking forward to serving the community of Tewksbury for the next two years. It is an honor to work shoulder to shoulder with our teachers, students, parents, elected officials, municipal employees, and the School Committee who have routinely demonstrated to me they are committed to making a difference in our schools.

It is a privilege to work for a School Committee that demands of its employees and students excellence in the classroom, on the playing fields and in every venue which contributes to the growth and development of children.

I, along with Assistant Superintendent for Curriculum and Instruction, Dr. Patricia Lally, and Business Manager, Jeffrey Sands, look forward to the challenges that lay ahead of us.

Again, I am honored to be your Superintendent of Schools.

John E. O'Connor, Ed.D.  
Superintendent of Schools

# School Department General Information

## Enrollment by Schools

### 2011-2012 School Roster

#### TEWKSBURY SCHOOL COMMITTEE

Kristen M. Polimeno 2013

Jayne W. Miller 2012

Dennis G. Francis 2012

Joseph E. Russell 2013

Brian H. Dick 2014

#### ADMINISTRATION

John E. O'Connor, Ed.D. - Superintendent of Schools

Loreen R. Bradley - Assistant Supt. Curriculum & Instruction

Jeffrey D. Sands - Business Manager

Richard Pelletier - Director of Student Services

David Libby - Director of Transportation, Facilities & Data Processing

Michele Rivera - Director of Human Resources

DebraLee Mugford - Food Services

John Lyons - Director of Extended & Community Education Services

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	TOTALS
NORTH ST					170	171										361
TRAHAN					132	157										301
DEWING	109	155	164	170												507
HEATH BROOK		112	126	152	1											406
RYAN							340	352								705
WYNN MIDDLE									372	366						752
MEMORIAL HIGH	15										238	210	211	247	4	908
TOTALS	124	267	290	322	303	328	340	352	372	366	238	210	211	247	4	4049
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	

# Tewksbury Memorial High School

Dr. Patricia A. Lally, Principal

Jason Stamp, Assistant Principal

M. Eileen Taylor Osborne, Assistant Principal

## DEPARTMENT HEAD, HUMANITIES – *Brian Aylward*

### ENGLISH

Andrew Bellistri  
John Byrnes  
Bryan Desjardins  
Brian Gouthro  
Lynne Hardacre  
Christine Mulligan  
Cynthia Peloquin  
Catherine Stack  
Ginamarie Talford

### SOCIAL STUDIES

Brian Aylward  
Donna Boudreau-Hill  
Marc Demers  
Robert Doolan  
Sharon Milenavich (part-time)  
Peter Molloy  
Dustine Puma  
Thomas Ryan  
Nadine Sutliff

## DEPT. HEAD, MATHEMATIC, COMPUTER PROGRAMMING, BUSINESS, & ART– *Shelli-An Ryan*

### MATHEMATICS

Robert Brigida  
Thomas Carpenito  
Peter Fortunato  
Debra Glass  
Vikki Ireland  
Mary Jo Kelleher  
Marybeth McGinn  
Kevin Muise  
Anne Rand  
Janice Reich  
Shelli-An Ryan

### ART

Jennifer Arnold  
Nicole LaPierre  
David Moffat  
BUSINESS  
James Sullivan

## DEPT. HEAD, SCIENCE, TECHNOLOGY, FAMILY & CONSUMER SCIENCE, AND MUSIC –*Susan Barnett*

### SCIENCE

Susan Barnett also Internship Coordinator  
Tammy Bush  
Edward Cremins  
Eamon Edgerton  
Janet Gordon  
James Pringle  
Nicole Saad  
Elaine Senechal  
Marie White

### PC TECHNOLOGY

Frances DeLucia  
Sandra Bettencourt  
Susan Sullivan

### FAMILY & CONSUMER SCIENCE

Nicole Smallidge

### MUSIC

Andrew Walsh

## LEAD TEACHER, FOREIGN LANGUAGE

### FOREIGN LANGUAGES

Paul Early  
Kim Herrera  
Maria de Graca Lealdini-Dudley  
Joanne Meziane  
Patricia Mondello  
Florence Souza

## DEPARTMENT HEAD GUIDANCE – *KAREN BAKER O'BRIEN*

### GUIDANCE

Brian Hickey  
Cecily Ann Markham  
Karen Baker O'Brien  
Kristina Sheahan



ATHLETIC DIRECTOR AND FRESHMAN TRANSITION ADVISOR: <i>BRIAN HICKEY</i>	
<u>PHYSICAL EDUCATION</u> Brandon Foye Patricia Ryser	<u>HEALTH</u> Karen Ferreira Denise Saindon
<u>LIBRARIAN</u> Mary Eldringhoff <u>SECURITY MONITOR</u> Leo DiRocco	<u>MEDIA SPECIALIST</u> Joseph Dermody

# John W. Wynn Middle School

John Weir, Principal  
Geri Cummings, Assistant Principal

<p><u>TEAM 7A</u> – Joanna Krainski, T.L.  <u>ENGLISH</u>  Sara Cowan  <u>SOCIAL STUDIES</u>  Roger Maxfield  <u>MATH</u>  Joanna Krainski  <u>SCIENCE</u>  Cindy Abate-Upson</p>	<p><u>TEAM 7B</u> - Cathleen Bilodeau, T.L.  <u>ENGLISH</u>  Jaclyn Murphy  <u>SOCIAL STUDIES</u>  Dorothy Graaskamp  <u>MATH</u>  Cathleen Bilodeau  <u>SCIENCE</u>  Kathleen Connell</p>
<p><u>TEAM 7C</u> – Roseanne Kolack, T.L.  <u>ENGLISH</u>  Kimberly Johnston  <u>SOCIAL STUDIES</u>  Roseann Kolack  <u>MATH</u>  David Bernstein  <u>SCIENCE</u>  Francesca Rouff</p>	
<p><u>TEAM 8A</u> –Carol Navetta, T.L.  <u>ENGLISH</u>  Kate Nicholson  <u>SOCIAL STUDIES</u>  Patricia Krol  <u>MATH</u>  Joanne Hession  <u>SCIENCE</u>  Carol Navetta</p>	<p><u>TEAM 8B</u> –Kristina Rogers, T.L.  <u>ENGLISH</u>  Keith Williams  <u>SOCIAL STUDIES</u>  Christopher Gagnon  <u>MATH</u>  Dannie Shao  <u>SCIENCE</u>  Kristina Rogers</p>
<p><u>TEAM 8C</u> – Nancy Farrey-Forsyth, T.L.  <u>ENGLISH</u>  Elaine Speros  <u>SOCIAL STUDIES</u>  Cheryl Witham  <u>MATH</u>  Greta Miller  <u>SCIENCE</u>  Katherine Deveau</p>	<p><u>TEAM 8D</u> – Erin Caron, T.L.  <u>ENGLISH/SOCIAL STUDIES</u>  Erin Caron  <u>MATH/ SCIENCE</u>  Michael Gillespie</p>
<p><u>ART</u>  Gail Hamilton  <u>MUSIC</u>  Catherine Himmel  INSTRUMENTAL MUSIC  Timothy Olevsky (Shared with Ryan School)  <u>HEALTH</u>  Maura Dearing  Ashley Sheehan  <u>WORLD LANGUAGES</u>  <u>FRENCH</u>  Susan Gagnon  <u>SPED</u>  Elaine Cheng Sinclair, T.L.  <u>LIRARY RESEARCH</u>  Kellyn Welch</p>	<p><u>INDUSTRIAL TECHNOLOGY</u>  Joseph Frank  <u>EXPLORATORY</u>  <i>Team Leader</i> – Susan Scofield  <u>COMPUTERS</u>  Lisa Bailey  Bonita Hansberry  <u>PHYSICAL EDUCATION</u>  Thomas Morrill  Susan Scofield  <u>GUIDANCE</u>  Kennan Daniel  Jaime Noberini</p>

# John F. Ryan Elementary School

Kevin McIntyre, Principal

Brenda Theriault Regan, Assistant Principal

<p><u>TEAM 6A</u> – Jennifer Mrozowski, T.L.</p> <p><u>ENGLISH</u></p> <p>Nick Amato</p> <p><u>SOCIAL STUDIES</u></p> <p>Kathryn Baker</p> <p><u>MATH</u></p> <p>Kim Hynes</p> <p><u>SCIENCE</u></p> <p>Jennifer Mrozowski</p> <p><u>SPED</u></p> <p>June Fagan</p>	<p><u>TEAM 6B</u> – Kathleen Anderson, T.L.</p> <p><u>ENGLISH</u></p> <p>Judi McInnes</p> <p><u>SOCIAL STUDIES</u></p> <p>Kathleen Anderson</p> <p><u>MATH</u></p> <p>Charlaine Melly</p> <p><u>SCIENCE</u></p> <p>Robin Reading</p> <p><u>SPED</u></p> <p>Martha Glynn</p>
<p><u>TEAM 6C</u> – Barbara Gillette Manna</p> <p><u>ENGLISH</u></p> <p>Janet Davis</p> <p><u>SOCIAL STUDIES</u></p> <p>Marjorie Chan</p> <p><u>MATH</u></p> <p>Barbara Gillette Manna</p> <p><u>SCIENCE</u></p> <p>Brittany Gorham</p> <p><u>SPED</u></p> <p>Susan Laitinen</p>	<p><u>TEAM 6D</u> – Susan E. Hogan</p> <p><u>MATH/SCIENCE</u></p> <p>Susan Hogan</p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Andrée Johnson</p> <p><u>SPED</u></p> <p>Bree Jacobson</p>
<p><u>TEAM 5A</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Nicole Zwirek</p> <p><u>MATH/SCIENCE</u></p> <p>Gretchen Martel</p> <p><u>SPED</u></p> <p>Kathleen Maloney</p>	<p><u>TEAM 5B</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Jayne Farnham</p> <p><u>MATH/ SCIENCE</u></p> <p>Pamela Shirkoff</p> <p><u>SPED</u></p> <p>Kevin Gibson</p>
<p><u>TEAM 5C</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Joanne O'Brien</p> <p><u>MATH/ SCIENCE</u></p> <p>Christine Cremin</p>	<p><u>TEAM 5D</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Kim Bruff</p> <p><u>MATH/SCIENCE</u></p> <p>Robert Shirkoff</p>
<p><u>TEAM 5E</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Kristin Romano</p> <p><u>MATH/ SCIENCE</u></p> <p>Robert Rogers</p> <p><u>SPED</u></p> <p>Beryl Puddester-McKenna</p>	<p><u>TEAM 5F</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u></p> <p>Kim Hillson</p> <p><u>MATH/SCIENCE</u></p> <p>Eileen Lindsey</p> <p><u>SPED</u></p> <p>Jennifer Gillespie</p>



<u>ART</u> Diane Slezak <u>MUSIC</u> Marguerite Weidknecht <u>INSTRUMENTAL MUSIC</u> Timothy Olevsky <u>HEALTH</u> Kristi Sarcione <u>COMPUTERS</u> Barbara Jagla Susan Spollen  <u>CASE MANAGER</u> Cheryl Porcaro <u>LEARNING CENTER</u> Alissa Smith-Dockham Julie Serino	<u>PHYSICAL EDUCATION</u> Ronald Drouin James Manley <u>LITERATURE</u> Rose Curley Andrea MacMullin <u>READING</u> Kimberly Stone Lisa Zullo <u>LIBRARY/MEDIA SPECIALIST</u> BCBA Candace Tharrett <u>ACADEMIC COACH</u> Charity Legvold
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## Heath Brook School

Rosamond Dorrance, Principal  
Carole Gallo, Head Teacher

<u>KINDERGARTEN</u> Brandi DeCarolis Kathleen Ford Patricia Keddle <u>GRADE 1</u> Teresa Enos Helen Matysczak Joanne Morrissey Julie Taggart Kathy Ventura Ann Whynot	<u>GRADE 2</u> Karen Bancroft - SPED Donna Bowden Debbie Brewin Diane Davos Brenda McWilliams Sheri Mulloy Jennifer Price Ashley Pink (Life Skills) Carole Gallo - SPED
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## Loella F. Dewing School

Paul G. Galello, Principal  
Jan Fuller, Assistant Principal

<u>PREK-2 PDD</u> Patricia Martel Sarah Tsakalakos Kindergarten Heather Bradley Allison Cameron Sarah Gillotte Kim Lafland – SPED Jennifer Marcella Barbara Vieira – ½ time 1 yr only	<u>GRADE 1</u> Kathy Carleton Lisa Cournoyer Maryellen Hirtle Mary Lazzara Kristi Rodgers Kelly Scialdone Lisa Tramonte	<u>GRADE 2</u> Christa Covino Shelley DeGrechie Kathleen MacLeod Kathy McDermott - Inclusion Judy Middleton Shannon Miranda Sarah Yore
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# Louise Davy Trahan School

Donna Mooney, Principal  
Shannon Demos, Head Teacher

<u>GRADE 3</u> Mary Beth Aiello – Inclusion Sandra Frost Lori Hyland Jaime Lane Susan Mulno Sheila Sadler <u>GRADES 3 &amp; 4 LIFE SKILLS</u> Janet Reyes <u>GRADES 4 INCLUSION</u> Jennifer Kelly	<u>GRADE 4</u> Jennifer Cote Shannon Demos Catherine Gagne Marcia Kalarites Mary Loosen Susan Moorer <u>MODERATE SPECIAL NEEDS</u> Michele Hughes
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# North Street School

Angela D. Kimble Principal  
Heidi Meharg, Head Teacher

<u>GRADE 3</u> Mary Lou Adams Judy Allard Nancy Boyle Loren Carlino Lisa Desrochers Theresa Follett Michelle McGrath Denise Morandi Nicoletta DeVincentis – Inclusion	<u>GRADE 4</u> Lisa Chasan Karen Cintolo Kathleen Conrad Kim Gagnon Elizabeth Krzesinski Kimberly Rezendes – PDD Grades 3 & 4 Lynn Marsh Heidi Reinhart Kimberly Russo Jeanne Selissen
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<u>ELEMENTARY SPECIALISTS</u>	
<u>READING SPECIALISTS</u> Chloe Callahan – Heath Brook Gloria Graves – Trahan School Nancy Kalajian – North Street School Elizabeth Robinson – Dewing School <u>ELEMENTARY ART</u> Kristen Kosiba – Dewing/North Street Schools Linda Malone – Heath Brook/Trahan Schools <u>ELEMENTARY MUSIC</u> Gayle Bridgford – Dewing/North Street Schools Steve Nahlik - Trahan/Heath Brook School	<u>ELEMENTARY PHYSICAL EDUCATION</u> Jodi Higgins - Dewing/North Street School Daniel Merry - Heath Brook/Trahan Schools <u>WRITING TEACHER</u> Debbie Buehler <u>K-4 TECHNOLOGY CURRICULUM SPECIALIST</u> Mary Petrie

# Special Education Department

## SCHOOL ADJUSTMENT COUNSELORS

### AND SCHOOL PSYCHOLOGISTS

Susan Clark – Trahan School  
 Alexandra Comer Meeker– Ryan School  
 Melissa Gilgun – Middle School  
 Catherine Pfeifer – High School  
 Elizabeth Muscolino– Dewing School also Case Manager  
 Mariellen Nastasi – Heath Brook School  
 Karen Ruccio - North Street/Dewing Schools  
 Speech Therapists  
 Courtney Campbell – Dewing School  
 Brenda Meuse – Heath Brook  
 Carolyn Dooley – Dewing School  
 Tiffany Emerson – North Street/Middle Schools  
 Amy Matson – Dewing School  
 Katherine Thew – Trahan School  
 Tiffany Trant – Ryan/High Schools  
 Early Childhood Specialist  
 Julie Browne – Dewing Preschool  
 Donna Greene – Dewing Preschool  
 Tara Coakley – Dewing School P.D.D.  
 Patricia Martel – Dewing School  
 Sarah Tsakalakos – Dewing School

### PHYSICAL THERAPIST

Jennifer Merrill – Systemwide

### OCCUPATIONAL THERAPIST

Gail Bliss – Systemwide

Barbara Joyce - Systemwide

### ENGLISH LANGUAGE LEARNER

Karen Hodgson – System wide

### BEHAVIOR SPECIALIST

Kristen Podolsky – Dewing School

Candace Tharrett – Ryan School

### MODERATE SPECIAL NEEDS SPECIALISTS

Mary Beth Aiello - Trahan School  
 Karen Bancroft – Heath Brook School  
 Marco Basiliere – High School  
 Alexis Bosworth – Dewing/North – Case Manager

## MODERATE SPECIAL NEEDS SPECIALISTS

Richard Camire, Middle School  
 Lisa Chasan – North Street School  
 Rosemary Coughlan, Case Manager Elementary  
 Nicoletta DeVincentis – North Street School  
 Michelle Dick – High School  
 June Fagan – Ryan School  
 Anne McGregor Fay – High School  
 Nancy Farrey-Forsyth – Middle School  
 Sandra Ferrara – Ryan School  
 William Fuller – High School  
 Patrick Galligan - High School  
 Carole Ann Gallo – Heath Brook School  
 Kevin Gibson – Ryan School  
 Jennifer Gillespie – Ryan School  
 Martha Glynn – Ryan School  
 Donna Graham – Middle School  
 Robyn Hakala – Dewing School  
 Michele Hughes – Trahan School  
 Bree Jacobson – Ryan School  
 Jennifer Kelly – Trahan School  
 Kimberly LaFland – SPED K Dewing  
 Susan Laitinen – Ryan School  
 Renee Langlais – Heath Brook School  
 Joan Lynch– North Street School  
 Kathleen A. Maloney – Ryan School  
 Patrick McAndrews – High School  
 Kathy McDermott – Dewing School  
 Joel McKenna – High School  
 Kara Murray – Middle School  
 James Otis – Middle School  
 Shaina Mroz – Middle School  
 Ashley Pink – Heath Brook School  
 Cheryl Porcaro – Ryan – Case Manager  
 Beryl Puddester-McKenna – Ryan School  
 Cindy Ramaska – Middle School  
 Kimberly Rezendes – North Street School  
 Janet Reyes – Trahan School  
 Meghan Robinson – Dewing School  
 Julie Serino – SPED Teacher, Ryan School  
 Elaine Cheng Sinclair – Middle School – Case Manager  
 Alyssa Smith-Dockham – Ryan School  
 Joshua Takis – Middle School  
 Charles Zucco – High School – Case Manager



CERTIFIED AIDES

Mary Abbott – Heath Brook School  
Jonathan DiPrima - Wynn  
Laurie Angelo – Middle School  
Johnna Mangan – Heath Brook  
Kristine Benning – Ryan School  
Anne Brennan – Trahan School  
Elaine Ciccolella - Dewing School  
Christine Cote – Middle School  
Paula Curtin – North Street School  
Francis Cusick– VHS Site Coordinator High School  
Maryann Deshler – SPED – Middle School  
Lisa Donahue – Dewing School  
Joanne Elwell – SPED – Trahan School  
Christina Chadzynski– SPED, High School  
Kimberly Doherty – High School  
Mary Kapust – Dewing School  
Jeffrey Keefe – Middle School  
Charity Legvold – Trahan  
Pamela Lussier – Dewing School  
Erica Matranga – Middle School  
William Meuse – High School  
Lois Murphy – SPED – H.B. Inclusion  
Karen Nordstrom – Academic Coach (North Street)  
Teresa Oberg–North Street  
Jaryd Palmer – Ryan School  
Stacey Paradis – Heath brook  
Elena Pineau – High School  
Ellen Dale Robichaud – Ryan School  
Michael Rocco – High School  
MaryAnn Romanski – Ryan School  
Cheryl Silva – Dewing/Trahan Schools  
Kathy Starling – North Street School  
MaryBeth Tierney – Dewing School  
Melanie Tirabassi – Learning Center - H. S.  
Denise Trevor – Heath Brook/No. Street Schools  
Kim Viens – Ryan School

SCHOOL NURSES

Judith Hopkins – Middle School  
Linda House – High School  
Debra Kraytenberg – Trahan School  
Monica McBrine – North Street School  
Sandra Miller – Assoc. Nurse – Systemwide  
Carol Moriarty – Dewing School  
Marcia Osterman – Ryan School  
Elaine Walsh – Heath Brook School

MEDICAL AIDE

Jennifer Higgins, LPN – High School  
Athletic Trainer  
James Walker

LIBRARY AIDES

Ann Donnelly – Heath Brook/No. Street School  
Deborah Arey – Ryan School  
Patricia Fothergill – Dewing School/North Street  
Evelyn McCabe – Trahan School/Dewing Schools

SCHOOL SECRETARIES

Kathleen Casey – High School  
Maria Doherty – Trahan School

CERTIFIED AIDES CONT.

James Walker – High School  
Dennis Winn – High School  
Erik Taber – Middle School  
Non-Certified Aides  
Karen Agostinelli – Ryan School  
Linda Alukonis – Kind. Dewing School  
Debbie Bennett – SPED - Ryan School  
Joanne Cohan – Dewing (1 yr part-time)  
Donna DePierro – Life Skills – Trahan School  
Laurie Doherty – Kind. Dewing School  
Gale Durkin - A.V. Aide – High/Middle Schools  
Patricia Gale – Kind. – Heath Brook School  
Sally Gariepy – PDD Aide - Dewing School  
Karen Gillotte – Kind. Heath Brook School  
Beth McDermott – Kind. Dewing School  
Kathleen Penney – Kind. Heath Brook  
Mark Ronan – SPED – Ryan School  
Ann Mary Theisen – PPD Trahan School  
Rebecca Walsh – SPED – Middle School  
Eileen Weiss – Kind. Dewing School

DATA PROCESSING, TRANSPORTATION & FACILITIES

David Libby – Center School

HUMAN RESOURCES ADMINISTRATOR

Michele Rivera – Center School

NETWORK MANAGER

Keith Young – Center School

PAYROLL & AP ADMINISTRATOR

Lisa Marget – Center School

STUDENT DATA & GRANTS ADMINISTRATOR

Sarah Robson – Data Processing – Center School

TECHNOLOGY SERVICE TECHNICIAN

Kevin Carey – Center School

TITLE I ACADEMIC COACH

Charity Legvold – Trahan School  
Karen Nordstrom – North Street School

SCHOOL SECRETARIES CONT.

June Fowler – Ryan School  
Michelle Jennings – Heath Brook/Dewing Schools  
Gail Johnson – Superintendent's Office  
Joanne Kearns – Middle School  
Patricia Kearns – Business Office  
Louise Kelley – Heath Brook School  
Janice LaRocque – Superintendent's Office  
Annmarie McCormick – High School  
Maria McLaughlin – Ryan School  
Kelly Mercier – Community Service  
Patricia Meuse – Business Office  
Susan Meuse – Business Office  
Patricia Napoli – Middle School  
Nancy O'Hare – High School  
Nancy Torname – Special Education – Center School  
Joy Wallace – Dewing School  
Patricia Welch – Special Education – Center School  
Patricia Whitehouse – High School Guidance  
Sharon Zarembo – North Street School

FOOD SERVICE WORKERS	MAINTENANCE AND CUSTODIAL WORKERS
<p> Deb Mugford, Director  Robin Adams – North Street School/Center  Maureen Bedard – Middle School  Lisa Belevequa – Dewing School  Elaine Bennett – High School  Darlene Burke – High School  Eileen Callanan – High School  Linda Carter - Heath Brook School  Maureen Contaloni – Ryan School  Carolyn Covell – High School  Barbara Curtin – Middle School  Allison DiFelice – Heath Brook School  Tammy Duggan – Ryan School  Robin Foran – High School  Anna Gaudette – Dewing School  Jane Grant – Ryan School  Joanne Gustin – Trahan School  Joyce Kling – Middle School  Carol Lennon – High School  Christine Lopolito – Ryan School  Denise Miano – North Street School  Marie Murphy – High School  Diane Nickerson – Middle School  Kimberly Sheehan – Dewing School  Kathy Sholl – Ryan School  Charlene Sullivan – High School  Laura Sullivan – Ryan School  Roberta Waldrip – Trahan School  Janice Woodman – Middle School </p>	<p> Jon Marchand – Maintenance Foreman – Systemwide  Joseph Burke – Heath Brook School  Michael Carey - Heath Brook School  Dan Carter – Maintenance – Systemwide  William Catherwood – Middle School  Charles Coughlin – Ryan School  Travis Dobbin – High School  Lynne Dykeman – High School  Conor Flanagan – Ryan School  Thomas Gilbride – Maintenance – Systemwide  David Harrington – High School  Bruce MacDonald – High School  Daniel Martin – Maintenance – Systemwide  Joseph McCann – North Street School  Robert McCarthy – Dewing School  Terrance Neal – Middle School  Roy Osterberg – Middle School  Donald Page – Heath Brook School  Ronald Page – North Street School  Roland Patterson – High School  Sandra Ryan – Dewing School  James Shimkus – High School  Richard Stronach – Dewing School  Barry Sullivan – Ryan School  Peter Thuillier – Trahan School  William Wareham – Ryan School </p>

# Community Scholarship Awards

We are pleased to acknowledge the businesses, the individuals, the community organizations, the school organizations, and the sports organizations, who participated in Tewksbury's 2012 Community Scholarship Program. The commitment of the donors listed below to the students of the Tewksbury Public Schools contributes to the attainment of the personal and educational goals of the scholarship recipients. The generosity of the donors provides an investment in the future of Tewksbury. Thank you to each of the scholarship award donors and congratulations to the scholarship recipients.

<u>SCHOLARSHIP NAME</u>	<u>AWARD WINNERS</u>	<u>TOTAL AWARDED</u>
<b>JUNIOR AWARDS:</b>		
Harvard Prize Book Award:	James Aronson	
Rensselaer Medalist:	Tyler Puleo (\$15,000 yearly if the student is accepted and attends Rensselaer)	
	Rebecca Davies	
Wellesley Book Award:		
<b>SENIOR AWARDS:</b>		
Anthony J. Romano Tech Education:	Kevin Bustin	
Art:	Caitlin Dunn	
Business Technology:	Dominique Law	
Science:	Laura Patriarca	
Wellness:	Andrew Chabak	
English:	Nora Chann	
Computer Technology:	Connor Morris	
Foreign Language:		
Latin:	Hannah Kuegler	
French:	Monika Hyberts	
Spanish:	Matilda Matovu	
Marketing:	Sarah Hogan	
Mathematics:	Keon Horahan	
Music:	Shannon Mackey	
Social Studies:	Mark Daley	
Family & Consumer Science:	Lindsey McQuesten	
Valedictorian:	Keon Horahan,	
	Charles Sutherland	
Class Marshal:	Laura Patriarca	
Massachusetts Secondary School Administrators:	Charles Sutherland	
Merrimack Valley Superintendents Awards:	Keon Horahan	
	Charles Sutherland	
<b>BUSINESS DONORS:</b>		
Holt & Bugbee Foundation Scholarship Awards:	Emily Fugate	\$2,500
	David Hecht	\$2,500
	Matilda Matovu	\$2,500
	Chris Ricciardi	\$2,500
Lowell Five Cent Savings Bank Scholarship Award:	Keon Horahan	\$1,000
Schlott Tire Academic Scholarship Award:	Laura Patriarca	\$500
Stoneham Savings Bank Scholarship Award:	Charles Sutherland	\$800
<b>COMMUNITY DONORS:</b>		
Tewksbury/Wilmington Lodge of Elks #2070 Scholarship Awards:	Maddalena Lovejoy	\$500
	Nicholas Santosuosso	\$500
Massachusetts Elks Most Valuable Student Award:	Mark Daley	\$800
	Shannon Mackey	\$800
Tewksbury Community of Artists Scholarship Awards:	Amy D'Entremont	\$200
	Nicole Dunlevy	\$50
	Caitlin Dunn	\$200
Tewksbury Golden Age Club Scholarship Awards:	Frank McLaughlin	\$500
	Alyssa Mulno	\$500
	Denali Murphy	\$500
Tewksbury Lions Club Scholarship Awards:	Daniel Altavesta	\$1,000
	Lyndsey Dunlevy	\$1,000
	Nicole Dunlevy	\$1,000



	Jordan LeBlanc	\$1,000
	Lyndsey McQuesten	\$1,000
Tewksbury Recycling Committee Scholarship Award:	Jordyn LeBlanc	\$750
Tewksbury Rotary Club Scholarship Awards:	Mark Daley	\$1,500
	Courtney Downing	\$1,500
	Lindsey Dunlevy	\$1,500
	Margaret Middleton	\$1,500
	Monika Hyberts	\$500
Lawrence L. Day Memorial Scholarship:		
PERSONAL DONORS:		
Aldred: The Derek Aldred Memorial Scholarship Award:	Adam DeGregorio	\$1,000
	George Kuegler	\$1,000
Byers: Willie Byers Memorial Scholarship Awards:	Marie Bonugli	\$1,000
	Ryan Eatherton	\$1,000
	Alyssa Guida	\$1,000
Susan L. King Scholarship Award:	Amy D'Entremont	\$3,000
Anthony Corsino Sr. Memorial Scholarship (Total \$1,000):	Michael Davidian	
	Ryan Eatherton	
	Sarah Hogan	
Kay Curran Scholarship:	Allison Luppi	\$1,000
Stephen J. Dame II Scholarship:	Courtney Downing	\$1,000
	Brendan Blair	\$1,000
Excellence in Achievement Scholarship Award:	Maddalena Lovejoy	\$500
Friends of Special Ed Kidz: (FOSEK):	Charles Sutherland	\$250
	Sarah Hogan	\$250
	Maddalena Lovejoy	\$250
Gillette: The Daniel S. Gillette, Jr. Memorial Scholarship Awards:	Sarah Hogan	\$1,000
	Charles Sutherland	\$1,000
The Honorable James Miceli Scholarship Awards:	Nicholas Santosuosso	\$300
Hood Good Sport Award:	Ryan Eatherton	\$5,000
Robert V. Horgan Memorial Scholarship:	Christina Dick	\$1,000
Joan Brothers Memorial Scholarship:	Lauren Teixeira	\$500
Massachusetts AFL-CIO:	Nicholas Santosuosso	\$4,000
Jonathan Wolf Memorial Scholarship:	Caitlin Dunn	\$500
M. "Petch" MacMaster Women in Banking Memorial Scholarship:	Hayley Malone	\$1,500
McCarthy Road Race:	Sarah Hogan	\$250
	Alex Bouthot	\$250
Murphy: The Jerry Murphy Memorial Scholarship Awards:	Courtney Spinelli	\$1,000
	Ryan Eatherton	\$1,000
O'Brien: The Kevin J. O'Brien Memorial Scholarship Awards:	Jessica Bridle	\$1,000
	Lauren Teixeira	\$1,000
Olson: The Ronald C. Olson, Jr. TMHS Baseball Scholarship Award:		
Peters: The Linda Peters Memorial Scholarship Award:	Brad Gahagan	\$500
	Lindsey Dunlevy	\$1,200
	Courtney Spinelli	\$1,200
	Nicole Dunlevy	\$1,200
	Lauren Donovan	\$1,200
	Chris London	\$1,200
	Amy D'Entremont	\$1,200
Scott: The David W. Scott Memorial Scholarship Awards:	Christina Dick	\$1,000
	George Kuegler	\$1,000
Stacy Stott Scholarship:	Courtney Spinelli	\$2,000
Tewksbury Dracut Suburban Cup Scholarship:	Rachel VonKahle	\$200
Tino: The Kevin Joseph Tino Memorial Scholarship Awards:	Tim Conklin	\$500
	Brendan Blair	\$500
Zawacki: The Joshua Zawacki Memorial Scholarship Awards:	Ryan Eatherton	\$1,500
	Kaylie Cronin	\$1,500
SCHOOL ORGANIZATIONS DONORS:		
Dewing: The Loella F. Dewing School P.A.C. Scholarship Awards:	Michael Doucette	\$250
Heath Brook: The Heath Brook School P.A.C. Scholarship Award:	Michael Christie	\$500
Heath Brook: PAC Scholarship Award in Memory of Angela Munro:	Keon Horahan	\$500
John W. Wynn Middle School P.A.C. Scholarship Award:	Matt Kapust	\$500
North Street: The North Street School P.A.C. Scholarship Awards:	Laura Patriarca	\$250
	Caitlin Dunn	\$250

Ryan School: The John F. Ryan PAC Scholarship Awards:	Nicole Dunlevy	\$500
	Sean Bender	\$500
Trahan School: The Louise Davy Trahan PAC – George Paul Scholarship Award:	Amy DeFrancesco	\$500
	Sean Foley	\$500
Tewksbury Music Association:	Kevin Buston	\$500
	Shannon Mackey	\$500
	Caitlin Dunn	\$500
TMHS: TMHS P.A.C. Scholarship Awards:	Sean Foley	\$500
	Courtney Downing	\$500
	Hannah Kuegler	\$500
	Matthew Rauseo	\$500
	Courtney Spinelli	\$500
	Nicole Dunlevy	\$500
	Lilly Burgoyne	\$500
TMHS: Meghan McCarthy P.A.C. Scholarship Award:	Sarah Hogan	\$500
TMHS: The TMHS National Honor Society Scholarship Awards:	Kyri Barilone	\$280
	Sarah Hogan	\$280
	Nora Chan	\$280
	Shannon Mackey	\$280
	Mark Daley	\$280
	April McDermott	\$280
	Alyssa Guida	\$280
The Tewksbury Teachers Association Scholarship Awards:	Jessica Arsenault	\$500
	Christina Dick	\$500
SPORTS ORGANIZATIONS DONORS:		
Dennis McGadden Boys Track and Cross Country Scholarship Awards:	George Kuegler	\$100
	Ryan Mahan	\$200
	Brendan Blair	\$175
	Tim Conklin	\$250
	Matthew Rauseo	\$ 50
	Charlie Marquis	\$175
	Daniel MacNeil	\$200
	Sean Foley	\$100
	Keon Horahan	\$300
	Charles Sutherland	\$200
	Chris Boyages	\$250
Dennis McGadden Girls Track and Cross Country Scholarship Awards:	Jessica Arsenault	\$ 50
	Amy DeFrancesco	\$175
	Jessica Bridle	\$200
	Marissa Smith	\$200
	Sarah Hogan	\$150
	Hannah Kuegler	\$200
	Christina Dick	\$275
	Christine Marshall	\$100
	Amanda Cossar	\$100
	Courtney Spinelli	\$100
	Rebecca Clark	\$100
TMHS Boosters Basketball Cheerleading Scholarship Awards:	Courtney Spinelli	\$500
	Amanda Bowen-Romano	\$500
	Melissa Granoff	\$500
TMHS Boosters Football Cheerleading Scholarship Awards:	Courtney Spinelli	\$300
	Jaclyn Giasullo	\$300
	Shauna Larry	\$300
	Amanda Bowen-Romano	\$300
TMHS Field Hockey Boosters Scholarship Awards:	Sarah Hogan	\$300
	Zuleyma Velez	\$75
	Sherri Liggiero	\$300
Tewksbury Redmen Baseball Boosters Scholarship Awards:	Frank McLaughlin	\$300
	Brad Gahagan	\$300
	Mark Daley	\$300

	Jon Chotkowski	\$300
	Allyn Hood	\$300
Tewksbury Redmen Boys Basketball Booster Club Scholarship Awards:	Bobby Lumbard	\$200
	Sean Foley	\$200
	Michael Doucette	\$200
	Anthony Chicarelli	\$200
	Matthew Rauseo	\$200
	Chris Fandel	\$200
	Jaylin Sparks	\$200
The Coach Bob Aylward Redmen Football Scholarship Award:	Derek Tarpey	\$2,000
The James E. Brooks Memorial Redmen Football Scholarship Awards:	Chris London	\$1,000
	Brad Gahagan	\$1,000
Redmen Football Club Benefactors Scholarship Award:	Frank McLaughlin	\$1,000
Redmen Football Club Ed Dick Scholarship Award:	Chris Bettano	\$2,000
Redmen Football Club Memorial Scholarship:	Dan Altavesta	\$1,000
Redmen Football Clinic Scholar – Football Player Scholarship:	Ryan Eatherton	\$1,000
Redmen Football Club Phillip French Scholarship Award:	Kevin Saunders	\$2,000
Redmen Hockey Booster Club Scholarship Awards:	Matthew Brady	\$250
	Dan Ladderbush	\$250
	Christopher Connors	\$250
	Nick Maglio	\$250
	Adam DeGregorio	\$250
	PJ Mugford	\$250
	George Kuegler	\$250
	Andrew Surette	\$250
Redmen Wrestling Club Scholarship Awards:	Chris London	\$1,000
	Michael Davidian	\$500
	Derek Tarpey	\$500
	Dan Altavesta	\$500
	Brandon McCarthy	\$500
	David Allen	\$500
	Matt Greenwood	\$500
TMHS Redmen Girls Basketball Booster Club Scholarship Awards:	Amanda Cossar	\$300
	Katie Doherty	\$300
	Sherri Liggiero	\$300
TMHS Redmen Soccer Booster Deb Billings Memorial Scholarships:	Nicole McGolgan	\$200
	Marissa Smith	\$200
	Denali Murphy	\$200
	Fotios Kafkas	\$150
	Jordyn LeBlanc	\$200
	Derek Sabbag	\$100
	Maria Correa	\$200
	Connor Morris	\$200
	April McDermott	\$200
	Daniel MacNeil	\$200
	Megan Bouthot	\$200
	Andrew Chabak	\$200
	Alexander Bouthot	\$200
Tewksbury Redmen Hockey Club:		
George "Timmy" Ernest Memorial Scholarship Awards:	Matthew Brady	\$500
	Dan Ladderbush	\$500
	Nick Maglio	\$500
	Christopher Connors	\$500
	Adam DeGregorio	\$500
	PJ Mugford	\$500
	George Kuegler	\$500
	Andrew Surrence	\$500
TMHS Redmen Softball Boosters Club Scholarship Awards:	Sherri Liggiero	\$300
	Lauren Teixeira	\$300
	Katie Doherty	\$300
Tewksbury Boy's Youth Basketball Scholarship Awards:	Ryan Eatherton	\$750
	Matthew Rauseo	\$500
	Christopher Boyages	\$500
	Sean Foley	\$500



Tewksbury Youth Girls Basketball League Scholarship Awards:	Hayley Malone	\$600
	Amy DeFrancesco	\$600
	Grace Carew	\$600
	Nicole Dunlevy	\$300
	Courtney Spinelli	\$600
Tewksbury Girls Softball League Scholarship Awards:	Christina Dick	\$300
	Nicole Dunlevy	\$500
	Danielle Spezzaferro	\$300
	Christina Dick	\$500
	Lauren Teixeira	\$200
Tewksbury Youth Baseball Scholarship Awards:	Allison Luppi	\$500
	Julia Arey	\$200
	Mark Daley	\$500
	Jared Doherty	\$500
	Lauren Teixeira	\$500
Tewksbury Youth Football Merit Awards:	Danielle Spezzaferro	\$500
	Christopher London	\$500
	Sean Foley	\$1,000
	Courtney Spinelli	\$1,000
	Ryan Eatherton	\$750
Tewksbury Youth Football Billy Bird Memorial Scholarship Award:	Zachary Lamoureux	\$500
Tewksbury Youth Lacrosse Scholarship Awards:	Sean Foley	\$250
	Jamie Flynn	\$250
	Jared Doherty	\$750
Tewksbury Youth Skating Association Scholarship Awards:	Meghan Bouthot	\$500
Tewksbury Youth Soccer League Meghan McCarthy Memorial Scholarship:	Alex Bouthot	\$500

Tewksbury Youth Soccer League James Miceli Honorary Scholarship:  
TMHS Redmen Boosters Volleyball Scholarships:

Jamie Makooi	\$300
Jessica Bridle	\$200
Grace Carew	\$200
Courtney Downing	\$200
Allison Luppi	\$200
Lindsey McQuesten	\$200
Elizabeth McVey	\$200
Alina Rosmarinofski	\$200
Shannon Shikles	\$200

**TOTAL OF THE CLASS OF 2012 COMMUNITY SCHOLARSHIP AWARDS: \$142,360**

## Scholarship & Education Fund Committees

### Scholarship and Education Fund Committees

Keith Rauseo, Chairman  
Sandra Brinquinho  
Thomas Churchill  
William Deignan  
Dr. John O'Connor

The Tewksbury Scholarship and Education Funds came into being when the October 2003 Special Town Meeting voted to accept Mass. General Law Chapter 60, Section 3C. In early 2004, the Selectmen created the Scholarship and Education Fund Committees, which determine the criteria and distribution of awards from the funds. School Superintendent Dr. John O'Connor is a member of the Committees per state law, and the Selectmen have appointed the other members.

In May 2012, donation forms were included in property owners' tax bills. At the end of 2012, the balances in the funds were:

Scholarship Fund:	\$ 531.33
Education Fund:	\$ 3,009.76

Thank you to all the donors who have contributed to these funds even in this difficult economy. The Committee will continue to investigate other fundraising opportunities beyond the forms included with property tax bills.

Because of a lack of adequate funds, the fund committees did not make awards in 2012. The committees decided it was best to allow funds to build in the hope that adequate funds will be available for awards in 2013. Should that occur, the Committee will make scholarship applications available on-line and at various locations throughout town. Any resident attending an accredited institution beyond the high school level is eligible to apply.

The Committee members would like to acknowledge and extend their gratitude to the town's financial staff for assistance during the year.

Finally, the Committee members are hopeful that our residents and business owners will continue to donate to the funds so we will be able to help our students with scholarships and help our educational system with program grants. Look for those donation forms in the May 2013 tax bills!

Respectfully submitted,  
Keith Rauseo, Chairman

# Shawsheen Valley Regional Vocational / Technical School District

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2012 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 42<sup>nd</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin, Secretary, and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Chairman from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred sixty (1,360) high-school students were enrolled in SVTHS's day school programs in October of 2012, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2012, SVTHS graduated 318 seniors. Over 66% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-one percent of the students intended to continue working in their trade with another 9% working in another field after graduation. In addition, 4% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs 138 full-time teachers as well as 18 paraprofessionals. Of those full-time teachers, twelve are department chairs, and 15 are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

## ACADEMIC PROGRAMS

MCAS Composite Performance Index (CPI) Scores: In the Spring of 2012, the 347 sophomores comprising SVTHS' Class of 2014 distinguished themselves among all other vocational-technical high-school students, among all sophomores within the five-town district and, most impressively, among all sophomores throughout the Commonwealth.

SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts and ranked among the top five vocational schools in Mathematics and Science. Within the district, Shawsheen again outperformed all schools in English Language Arts, ranked fourth in Mathematics, and second in Science.

MCAS GROWTH SCORES: Although noteworthy, both the vocational-technical and District analyses pale statistically to SVTHS' pre-eminent Median Student Growth Percentiles (MSGP) scores—arguably the most important single score in the MCAS analysis. The MSGP is a statistical measure of student growth between grades eight and ten. In English Language Arts, SVTHS ranked eighth among the 348 school for whom the DESE reported tenth-grade MCAS scores in the Spring of 2012. This extraordinary achievement—along with SVTHS' pre-eminent ratings for each of the other core indicators of scholastic performance—earned SVTHS a special commendation from the DESE for a third, consecutive year.

CURRICULUM REVISION: In response to the curriculum change promulgated by the Massachusetts Core Curriculum, the design and sequence of course offerings at SVTHS is changing to support earlier access to College-Preparatory (CP) mathematics courses. The ongoing revision resulted in the introduction of CP Algebra I, Level 2 and CP Algebra I, Level 3—courses designed cooperatively by a team of regular- and special-education faculty. SVTHS offered the former course for the first time in the Fall of 2011; the later course will be offered in the Fall of 2013. In addition, CP Geometry, Level 2 is scheduled for implementation in the Fall of 2013.

NEW STAFF: In the Fall of 2012, Jenn Elwell, Catherine Peterson, and Patrick Reed joined SVTHS' English Department. Both Ms. Elwell and Ms. Peterson had previously served as instructional aides in the department. Mr. Reed, a Bedford native, previously taught in Washington DC. Kristin Lamarre, a recent graduate of Plymouth State University, joined the Science Department to teach Biology and Chemistry. Jeffrey McGrath, a Bedford resident and recent UMass Lowell graduate, was hired as a Mathematics teacher in January to fill a vacancy that resulted from the mid-year retirement of Mr. Andrew Clark. Finally, Peter Udstuen—who formerly taught in Methuen and Nashua—and Ronald Fusco, Jr.—a recent Springfield College graduate—joined the Social Studies Department.

SUMMER SCHOOL: In the summer of 2012, the SVTHS Summer Program enrolled 125 students from ten surrounding school systems in 22 courses offered to students in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting (a) to recover credit for courses that they previously failed, or (b) to earn College-Preparatory credit by upgrading courses in which they were enrolled during the regular school year. Individuals seeking summer-school information should contact Mr. Kevin Bloom, Summer Coordinator, at 978-671-3631.



**INFRASTRUCTURE RENOVATIONS:** The completion of SVTHS' state-of-the-art Life-Science Wing and the migration of the Health program to that new facility made available to academic programs three rooms previously occupied by the Health Shop in the school's mall area. Extensive summer renovations to those rooms converted a small Health lab to a larger academic science lab. A second area was converted to a science classroom, and a third area became a Social Studies classroom. In addition to these changes, installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

## CLUBS AND ORGANIZATIONS

**CLASSES:** Culminating a yearlong series of successful social events and thoughtfully devised fundraisers—which included initiatives to raise supplies for American soldiers in war zones—each of the four classes held memorable formal and semi-formal events. Under the direction of their advisor, Stacy LaBella, the senior class planned and enjoyed an elegant senior prom at the Woburn Hilton. Junior-class advisor, Marygrace Ferrari, and her junior class officers planned and held a gala prom at the Crestview in Woburn. The sophomore class, advised by Jay Tildsley and Greg Bendel, and the freshman class, advised by Angela Caira and Celeste Joudrey, collaborated on the annual Spring Fling semiformal, which was held at the school.

The Thirteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for the Billerica Food Pantry.

**LITERARY MAGAZINE:** For the fifth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Kristin Sciacca of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

**SCHOOL NEWSPAPER:** In a model school-wide collaborative effort, Ms. Christy McKee of the English Department, Mr. Doug Michaud of the Technical Illustration shop, and Messrs. Tim Broadrick and Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

**NATIONAL HONOR SOCIETY:** Under the advisorship of Mrs. Gail Poulten of the English Department, the SVTHS chapter of the National Honor Society inducted 34 eleventh and twelfth graders in March of 2012. Middlesex County Sheriff Peter Koutoujian was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to Newport, R.I., Salem, MA, and the Museum of Science to visit cultural and historic sites.

**STUDENT COUNCIL:** The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2012, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, and other noteworthy causes.

**THE TRAVELING RAMS:** During April vacation, Ms. Sciacca and her enthusiastic globe trotters traveled to Italy, emerging themselves in the urban culture of Rome and Sorrento. Interested world travelers or their parents should contact Ms. Sciacca at 978-667-2111x577 or [ksciacca@shawsheen.tec.ma.us](mailto:ksciacca@shawsheen.tec.ma.us).

**ORATORY CLUB:** Coached by faculty advisor Kristin Sciacca of the English Department, club members participated in three local contests—the Voice of Democracy Speech Contest sponsored by Veterans of Foreign Wars, the annual Lions Club Competition, and the SkillsUSA state competition at which junior Katelyn Gordon captured a third-place medal.

**ROBOTICS CLUB:** The ten member team competed in two FTC robotics competitions, showing a just miss in the Arlington competition and a solid showing at Bridgewater. The Robotics Club also competed in trebuchet competitions placing third in New England at the annual Technology Festival Trebuchet competition while capturing a first place for the “most innovative design using modern technology”. The team received their first place medal at the Higgins Museum trebuchet competition where they were the only high school competing against colleges and various other organizations. The Club also attended a national competition at the Verizon Arena in Manchester, NH.

**MATHEMATICS CLUB AND SCIENCE CLUB:** The Mathematics Club, advised by Mrs. Debra Dew of the Mathematics Department, and the Science Club, advised by Mrs. Angel Hardy of the Science Department, continued to engage participants in co-curricular activities complementing their advanced study of those disciplines. The Mathematics Club practiced for and participated in not only a series of competitions hosted by district schools but also a special invitational competition sponsored and hosted by Worcester Polytechnic Institute. The Science Club participated in after-school activities that broadened participants' understanding of scientific theory and applications. Mathematics enthusiasts should contact Ms. Dew at [ddew@shawsheen.tec.ma.us](mailto:ddew@shawsheen.tec.ma.us). Science enthusiasts should contact [ahardy@shawsheen.tec.ma.us](mailto:ahardy@shawsheen.tec.ma.us).

**OUTDOOR CLUB AND SKI CLUB:** Introduced in 2010 to SVTHS to fill the conspicuous void in recreational, extra-curricular options, the Outdoor Club and the Ski Club enjoyed immediate and broad popularity. Throughout three New England seasons, the Outdoor Club,

advised by Jessica Cook of the Social Studies Department, planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club, co-advised by Kelly McFadden of the Guidance Department and Doug Michaud of the Technical Illustration Shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at [jcook@shawsheen.tec.ma.us](mailto:jcook@shawsheen.tec.ma.us), and interested skiers or boarders of any experience level should contact Mr. Gerry Perriello, the club's new advisor, at [gperriello@shawsheen.tec.ma.us](mailto:gperriello@shawsheen.tec.ma.us) or his co-advisor, Mr. Matthew Day, at [mday@shawsheen.tec.ma.us](mailto:mday@shawsheen.tec.ma.us).

**PARENT ADVISORY COUNCIL:** Once again, graduation day culminated in a well-attended all-night party sponsored and organized by the SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its chair, Mrs. Denise Illsley. Parents interested in joining this most worthwhile parents' group should contact co-chairs Linda Tedford ([lindatedford@verizon.net](mailto:lindatedford@verizon.net)) or JoAnn Brace ([jbrace@shawsheen.tec.ma.us](mailto:jbrace@shawsheen.tec.ma.us)).

**Alumni Association:** Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at [gpoulten@shawsheen.tec.ma.us](mailto:gpoulten@shawsheen.tec.ma.us) or 978-667-2111x584.

## SUPPORT SERVICES

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.6% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.8% of seniors graduating in June, 2011, among the highest of any high school in Massachusetts. This compares to a state average of 65.6% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2012 MCAS examinations. These results have occurred as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (94%), Mathematics (62%), and Biology (61%). These percentages are approximately triple the rate of statewide special education averages.

The Support Services Department is now led by Dr. Frank D. Scott who assumed the Director position in July, 2011. Dr. Scott has provided training to keep staff informed of the most current requirements and best practices as a result of revisions to federal and state legislation and regulations. Updates continue also with the *eSped* software which Shawsheen has adopted to write Individualized Educational Plans (IEPs) and supporting documentation. In addition, the Support Services Department continues to implement various forms of technology that allow for equal access to the curriculum for all learners. A professional development initiative occurred in March, 2012, to familiarize all of Shawsheen's staff members with meeting student needs by incorporating the principles of Universal Design for Learning (UDL). An in-service workshop was presented by Dr. Todd Rose through the Center for Applied Special Technologies (CAST), a recognized leader in the field of UDL.

## ATHLETICS

The three seasons comprising year 2012 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league championships and five state vocational titles.

The overall winning percentage of the varsity teams ranked among the highest in school history. Fourteen team, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Devonn Pratt won the Division One State Championship in the 138 pound weight class. Two members of the record-breaking Football Team received All Scholastic honors. Paul DePlacido was named Boston Globe All Scholastic and Devonn Pratt was named Herald All Scholastic.

For an unprecedented ninth time in ten years, SVTHS earned the Markham Award from the *Boston Globe* in recognition of its status as the most outstanding vocational technical high school athletic program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

## COMMUNITY SERVICES

**ADULT EVENING SCHOOL:** The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Mr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

**SCHOOL OF PRACTICAL NURSING:** The 2011-2012 year graduated 36 Practical Nurses (PN). Since its inception, a total of 599 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents



interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

PROJECT EXPLORE: Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2012 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Christina Palmer at 978-671-3612.

SWIM PROGRAM: SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2011-2012 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

BILLERICA HOUSE OF CORRECTION: The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

MIDDLESEX COMMUNITY COLLEGE: SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at Shawsheen Tech as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment was strong in 2012 and the program received exemplary student evaluations. Discussions to expand technical course offerings are currently being explored by the MCC Hospitality Dean and SVTHS Workforce Development and Community Services Coordinator, Mr. Russ Eckel.



## COMPUTER SERVICES

During the 2012 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SSDR (School Safety and Discipline Report) data, the Annual Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey mandated by PARCC. The purpose of this report is to identify the status of school districts participating in online assessment in 2014.

In the fall, Computer Services added the current ninth-grade population (class of 2016) to the Parent Access Manager System, bringing parent participation to approximately 81 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, Rankbook, schedules and discipline information. Parents can also view the teacher's iPass Rankbook which includes more detail on the students' progress.

As part of Computer Services four-year Computer Replacement Plan, computer labs for Design & Visual Communications, Machine Shop, Room 511B, Room 109, Business Tech Lab 296, and the Library received upgrades with the latest computer models during 2012.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Computer Services decided to upgrade many of Shawsheen's computers to Microsoft's Windows 7 Operating System. This upgrade was to utilize energy saving features within the Operating System and due to Microsoft's decision to no longer support our previous Windows XP Operating System. This advancement was further supported by an energy consultant's recommendations in moving Shawsheen to a more energy efficiency environment. Over 700 computers were upgraded with the Operating System. All computers capable of the upgrade also had Office 2010 and Adobe Creative Suite 5.5 installed.

Wireless network infrastructure has been implemented within the building to expand our existing coverage. 100 access points were installed in classrooms, offices, and labs. This was connected to the existing 16 access point infrastructure in the Life Science wing to provide complete wireless coverage of Shawsheen's building.

## GUIDANCE

**ADMISSIONS:** Applications once again exceeded 600 for 350 seats in the class of 2016. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House in November and the 8<sup>th</sup> Grade Career Night in January.

**9<sup>TH</sup> GRADE ORIENTATION:** The Class of 2016 participated in SVTHS 9<sup>th</sup> grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program to help with transition was implemented using the same student leaders who helped deliver the orientation day.

**COLLEGE AND CAREER PLANNING:** Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. The college fair this year included over 70 colleges and universities and a special workshop was offered to students with special education needs to understand their options for post-secondary learning. Over 500 students and parents participated in this largest-to-date event.

**SCHOLARSHIPS AND AWARDS:** Despite the tough economy, SVTHS students were awarded over \$107,000 in scholarship funds. A graduate was also the recipient of the Massachusetts Vocational Association scholarship award.

**COOPERATIVE EDUCATION PROGRAM:** Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office has currently secured cooperative-education positions for more than 145 students out.

*Student Health:* SVTHS complied with the state mandate to conduct BMI testing on all 10<sup>th</sup> graders.

## SCHOOL COUNCIL

An important agency of school governance, the 2012-2013 SVTHS School Council, is made up of parents— Susan Berry, Dawn Pfaff and Gayle Razzaboni from Billerica; community members—Bob Lazott of Billerica, Jean Perry of Burlington and Cosmo Ciccariello of Burlington; two SVTHS students – Jennie Galante and John Robinson; faculty members—Robert Roach and Jason Tildsley; and co-chair Dr. Robert Cunningham, Assistant Superintendent-Director/Principal.

The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

## TECHNICAL PROGRAMS

**SKILLS USA:** Skills USA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned sixty-two medals at the 2012 district competition and eighteen medals at the state competition, including eight gold medals. Nine Shawsheen students went on to the National competition in Kansas City, MO with all of the students placing no lower than seventh place. Medical Assisting earned a second Gold Medal, while Career Pathways (Graphic Arts) finished fourth and Entrepreneurship (Business Technology) finished a strong seventh.

**NATIONAL ACCREDITATION:** SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

## TRANSPORTATION CLUSTER

**AUTO COLLISION:** The Auto Collision program maintains its high standards and quality of outstanding work with a plethora of automobiles in need of body work for clients throughout the District. The shop was redesigned to accommodate the installation of two new prep stations in compliance with the new clean air regulations. The upper classmen participated in National Automotive Technicians Education Foundation (NATEF) Automotive Service Excellence (ASE) testing for the first time and did an outstanding job. Students fared well in the SkillsUSA regional competition, winning a Silver Medal in Refinishing and finishing first, second and third in the Collision competition. Through the capital budget process, the program will acquire a new frame machine.

**AUTOMOTIVE TECHNOLOGY:** The Automotive program continues to do an outstanding job repairing vehicles from within the District. Automotive Technology students competed in the Ford AAA Auto Skills competition and participated in Automotive Service Excellence (ASE) Student Certification and ASE Refrigerant Recovery programs. The Automotive program participated in several post-secondary career days and industry field trips, exposing students to career opportunities and technologies in the field. These field experiences included trips to Massachusetts Bay Community College, Universal Technical Institute, New England Institute of Technology, and Benjamin Franklin Institute of Technology. Through the capital budget process the program acquired a new Hunter four-post alignment lift.

## SERVICE CLUSTER

**HEALTH ASSISTING, DENTAL ASSISTING AND MEDICAL ASSISTING** moved into their new home in the Life Science Wing in September 2012. Dental Assisting accepted its first class of 15 students in April and added a second full time instructor. Dental Assisting has acquired state-of-the-art equipment including a functioning computer-generated digital radiology lab. Medical Lab Assisting has expanded its curriculum to include clinical medical assisting, administrative medical assisting and the necessary laboratory skills to function in a Biotechnology Assistant role. The junior curriculum now includes a course in Pharmacology. The addition of a third Medical Assistant instructor with laboratory skills has strengthened this area of study. These programs look forward to graduating their first class in 2013 and are actively pursuing co-operative placements for their students. All twenty six Health Assisting students passed the Massachusetts Department of Public Health state certified Nurse Assistant test and are currently employed as seniors in many assisted-living and long-term care facilities. The addition of the Sim Man has enriched simulation in the laboratory experience. Many students furthering their education in the dental, laboratory or nursing fields will benefit from the use of simulation while in a high school setting, increasing their critical thinking skills. Partnerships with several community agencies including Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center and Woodbriar have positively impacted our student's growth.



**CULINARY ARTS:** An articulation agreement with Johnson and Wales University has provided opportunities for senior Culinary Arts students to attend classes full-time through their FAST (Freshman Advanced Study Track) option. This is the third consecutive year in which SVTHS has placed a senior in the FAST program. SVTHS also renewed its Articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College, and Cambridge Culinary Institute. The Culinary-Arts department visited Lincoln Institute in Hartford, Connecticut and has planned another trip in April to the prestigious Culinary Institute of America in Hyde Park, New York. Through the capital budget process and at the recommendation of its craft advisory board, the Culinary Arts program purchased a new 18-bay salad bar unit to accommodate the serving of nutritious lunch options, two new double-door reach in coolers for the kitchen, and one of the double-door reach in cooler for the bakery. Both purchases added to another successful year of providing meals and bakery goods to the public.

**COSMETOLOGY:** The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden the student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. One-hundred percent of SVTHS Cosmetology students participated in SkillsUSA. A sophomore student competed at the district level, capturing a bronze medal in the nail category. All 19 senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license and 12 were successfully placed on co-op within the school year.

## CONSTRUCTION CLUSTER

**CARPENTRY; PLUMBING; ELECTRICAL; HEATING, VENTILATION, AIR-CONDITIONING & REFRIGERATION AND MASONRY.** Construction projects within the community continue to be a large part of SVTHS' project-based curriculum. All five construction programs work collaboratively with the district's five towns. This year's projects notably included the final phase of the Marion Tavern Farmhouse project in Burlington and the Tewksbury Council on Aging Kiln and Pottery Building. The Construction Cluster, which also contributes to the daily projects within and around the school, is currently supporting the construction of a multi-tier retaining wall and a field house on the softball and soccer fields. Other notable projects include construction of a 10'x12' shed for the school's sand and salt, construction of work stations in the Masonry and Carpentry programs, construction of a classroom/computer lab in the Machine Shop, and repairs in the Cosmetology and Electronics Shops.

## ARTS AND COMMUNICATION SERVICES CLUSTER

**BUSINESS TECHNOLOGY:** The Business Technology program acquired a Microsoft Testing Lab. SVTHS students now have an opportunity throughout the school year to certify in various Microsoft applications that are industry-based, enhancing their employability skills. With the addition of this lab, seventeen seniors were certified in Microsoft Word, Excel or PowerPoint. Additionally, twenty-three juniors obtained their certifications in these same areas. Going forward, the program's testing lab will allow students to certify in Quickbooks and Dreamweaver as well. The Business Technology program continues to evolve and thrive, staying current with industry changes.

**INFORMATIONAL SUPPORT SERVICES & NETWORKING:** Sixty percent of SVTHS seniors were placed in Co-op positions, which was one of the school's best placement years. It was the first year that both Cisco and Test Out curriculum were implemented for our sophomores, which proved to be very successful. One ISSN senior, Jessica Kenny, was the class of 2012 valedictorian and was also accepted to MIT. These accomplishments were primarily due to her attitude and dedication to her goals. A second Internet connection was added to the shop that was dedicated to our Computer Management Services program where customer equipment is repaired by the seniors. We also implemented VMware in all grades that teaches students about computer virtualization and is one of the fastest growing technologies in corporate environments today. A number of ISSN seniors obtained college credits at the schools of their choice as a result of their completing the Cisco curriculum.

**DESIGN & VISUAL COMMUNICATIONS:** The Design & Visual Communications program had a very strong and busy year. Students participated in many community projects for schools, town governments and non-profit organizations. Students within the program played a key role in developing a corporate identity program for a nonprofit organization called the Middlesex 3 Coalition. All students participated in the brand development for this organization serving the towns of Billerica, Bedford, Burlington, Chelmsford and Lowell. The culmination of their efforts produced the logo design and brochure for this organization. This newly formed Middlesex 3 coalition shares a common goal of fostering economic development, job growth, and diversification of the tax base. The relationship the Design & Visual Communications Department has built with key members of this organization will help to play a critical role in fostering co-op opportunities for many of the students from Shawsheen. The program was also equipped with new MAC computers to enhance the industry-simulated learning environment.

**GRAPHIC COMMUNICATIONS:** The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and nonprofit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program received a national literary-magazine award for their publication of Ramblings. The program also acquired and implemented into its curriculum new silk-screening equipment, which has opened new avenues for student cooperative education placements.

## ELECTRO/MECHANICAL CLUSTER



**COMPUTER AIDED DESIGN & DRAFTING:** The Drafting shop has been busy this year in supporting the construction cluster on a variety of projects. These major projects included drawing support for the Soccer Field House and various offsite construction drawings. In addition, the Drafting program has completed drawings for the Maintenance Department, including a roof top units map, cafeteria/gym table and chair layouts, sprinkler head map, and numerous other drawing requests. The Program also completed a control station layout for the Tewksbury Water Treatment Plant. Through the capital budget process, the Drafting Program was able to purchase new related room tables and paint the shop's work stations. Two students received silver medals—one for Architectural Drafting and the other for Technical Drafting—at the SkillsUSA State Competition. The 2011-2012 school year ended with 13 out of 20 students working at cooperative education jobs. All graduating seniors entered either a 2- or 4-year college. More than half of the seniors from the Class of 2013 are currently employed in cooperative education jobs.

**ELECTRONICS:** The Electronics program will move forward in training and certifying students to the J-STD-001E IPC Standard. One hundred percent of the seniors successfully passed the Application Specialist course and received an official certificate from IPC. A number of students participated in SkillsUSA competition with Shawsheen Electronics taking second place at the regional competition. The Electronics students finished third at the annual Trebuchet competition at Windham High School. The department took the first step in introducing Quality Control Management, Flowcharting and Software Programming, and a seven-step design process used by industrial engineers.

**Machine Technology:** The Machine Technology program continues to implement positive changes to a growing program. The initiatives of the program's newest instructor, Mr. Lawrence Retelle, have enhanced the freshman exploratory program, increasing the number of freshmen opting for Machine Technology as a first choice to a point exceeding the shop's capacity. There are now eighteen high-energy sophomores that will soon be the next generation of machinists. Due to this growth, the decision was made to build a classroom/computer lab in the shop. Construction began over the summer. Twenty wireless laptops were purchased, with the addition of Mastercam X6 as well as a smart board. A partnership with Massachusetts Manufacturing Extension Partnership (MassMEP) is in process, which would provide specialized training for adults working with local employers after the regular school day. Two new 2 Axis Prototrak CNC controls have been installed on Bridgeport milling machines. Students had success again at the SkillsUSA district level. Co-op numbers continue to be strong. The Advisory Board has shown a marked increase with new advisors looking for student hires.

**METAL FABRICATION AND WELDING:** Metal Fabrication has worked on numerous welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for new related room, a library drop-box project, new Autobody ramps, a stool repair for M.C.I. Billerica, and the go-cart project. For the second consecutive year, SVTHS hosted the annual open house for the Boston Chapter of the American Welding Society (AWS). Two new swing-arm ventilation hoods were approved through the capital budget process. Mitre Corporation donated various pieces of equipment to our program, including a four foot hydraulic press brake, large capacity box and pan brake, and a vertical band saw.

## CONCLUSION AND ACKNOWLEDGEMENT

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth. The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2012. Those retirees are: Andrew Botticelli, Computer Aided Design & Drafting; Andrew Clark, Mathematics; Patricia Hebert, Social Studies; and William Jackson, Electronics.

# Community Development Department

*Community Development  
Building*

*Zoning Board of Appeals  
Conservation Commission  
Community Preservation  
Committee*

*Board of Health  
Planning Board*

## Community Development

The Town of Tewksbury's Department of Community Development strives to manage and promote the highest quality of development by coordinating all land use matters in one department; providing information and creative recommendations based on sound planning practices; promoting and assisting sensible economic development; ensuring public health and safety by administering and enforcing applicable statutes, codes, bylaws and regulations; protecting the environment through conservation and wetland protection measures; and supporting other Departments in enhancing the community's quality of life.

The Department of Community Development consists of the following divisions; the Building Department, Board of Health Office, and the Planning and Conservation Office. Staff support is provided to four statutory boards: the Planning Board, Conservation Commission, Zoning Board of Appeals and the Community Preservation Committee. Administrative support is also provided to the Planning Board's Zoning Bylaw Subcommittee, the Local Housing Partnership, the Economic Development Committee, and the Green Committee.

Full time staff within Community Development include: Linda DiPrimio, Executive Secretary and Steve Sadwick, Director. In May of 2012, Kyle Boyd was hired as Planner/ Conservation Agent. Dawn Cathcart continued to provide Recording Secretarial duties for the Planning Board, the Board of Health, and the Zoning Bylaw Subcommittee. Melissa Johnson serves as Recording Secretary for the Conservation Commission, Local Housing Partnership, Community Preservation Committee, Economic Development Committee, Green Committee and the Zoning Board of Appeals.

### **Master Plan**

The Town of Tewksbury's Master Plan was adopted by the Planning Board on September 15, 2003 and endorsed by the 2004 Annual Town Meeting. The Master Plan serves as the Town policy guidance document for future land use decisions.

In 2012, the Planning Board and Community Development Department started the update process with the Northern Middlesex Council of Governments (NMCOG). NMCOG serves as the Town's regional planning agency and has started worked on a number of technical updates to the master plan.

The following implementation items from the Master Plan were addressed:

### **Local Housing Partnership**

The Town's current MGL Chapter 40B affordable housing inventory is at 9.55%. Until the Town achieves 10% it will be susceptible to Comprehensive Permits that override local regulations including zoning.

The Partnership currently includes Steve Deackoff, Greg Peters, Jay Axson, Raymond White, Laura Kaplan and Ron Roy and advisory members Nancy Reed and Scott Wilson.

The Housing Partnership established a subcommittee to continue to pursue HUD 202 funds for senior housing at land owned by the Tewksbury Housing Authority. This project is proceeding with the funding it has received. It is anticipated that the project will begin in Spring of 2013.

The Partnership continues to investigate how to provide affordable housing utilizing tools provided by the State and local resources such as the Affordable Housing Trust Fund and Community Preservation Funds.

## Economic Development Committee

The Economic Development Committee consists of the following members; David Plunkett - Chairman, David Gay – Vice Chair, Richard Montuori and Steven Sadwick.

The Tewksbury Economic Development Committee's mission is to promote Tewksbury's identity in the Merrimack Valley and Greater Boston area. With access to two Interstate Highways, I-93 and I-495, and its infrastructure capacities, Tewksbury is a desirable and convenient location for new and existing businesses. We acknowledge the contribution of the business community to our town and region's overall economic sustainability.

In 2012, the Committee met on 4 occasions to discuss marketing and outreach activities of the committee. The Committee met with a number of potential businesses that were looking to relocate and open in Tewksbury as was on hand for the opening of Thermal Fisher's facility in the Ames Pond corporate area.

## Green Committee

The Tewksbury Green Committee finally received designation for the Town of Tewksbury as a Green Community when the Town Meeting approved the Stretch Energy Code in the Spring of 2011. The Green Community Grant was put out to bid in 2012 and approximately \$207,725 worth of energy conservation measures have been carried out at the Dewing School, the Police Station and the Wynn and Ryan Schools.

The Tewksbury Green Committee consists of Anne-Marie Stronach, Robert Fowler, Brian Dick, Tom Cooke, James Duffy, Marc Ginsburg and Joseph Cary.

### Other Initiatives

The Department continues to work with the Planning Board's Zoning Bylaw Subcommittee in reviewing the Zoning Bylaw. Members of the Planning Board's Zoning Bylaw Subcommittee include Vincent Spada, Nancy Reed, and David Plunkett.

The Director of Community Development continues to serve on the Zoning Reform Working Group which is working to update the State statutes in both zoning and subdivision control. The Director also serves on the Regional Comprehensive Economic Development Strategies Committee.

The Department of Community Development had a successful year and looks forward to working cooperatively with the various boards, committees, commissions, departments and citizens in 2013, enhancing the quality of life in the Town of Tewksbury.

Respectfully submitted:

Steven J. Sadwick, AICP  
Director of Community Development



# Zoning Board of Appeals

The following is a breakdown of the activity on which the Tewksbury Board of Appeals acted during the year 2012:

4	Variances	3	Approved	1	Withdrawn
1	Amend Existing Variance	1	Approved		
3	Special Permits	3	Approved		
4	Combination Variance/Special Permit	4	Approved		

I would like to thank the public for their interest in the Board's activity. I also wish to thank my fellow Board members and the Community Development Department for their time and efforts on behalf of the Board.

Respectfully submitted,  
Robert Dugan, Chairman  
Zoning Board of Appeals

# Board of Health

The Board of Health (Board) is pleased to submit the 2012 annual report. The Board is comprised of the following five (5) elected officials: Philip French, Chairman; Charles Roux, Vice Chairman; Kathleen Brothers, Clerk; Edward Sheehan and Christine Kinnon, members.

The 2012 elections brought a new Board of Health member; Kathleen Brothers, who replaced Mary Ellen Fernald. On Behalf of the Board, Health Department, and myself, I would like to acknowledge and thank Ms. Fernald for her years of service to the Board of Health and the community.

The Board of Health is charged with the protection of the public health. It is the Board's responsibility to develop, implement, and ensure the enforcement of health regulations and policies.

***The Board of Health's Mission is*** "To protect the public and environmental health through health promotion initiatives, advising residents and businesses in compliance matters, and through fair and appropriate enforcement of local, state, and federal public health rules, regulations, bylaws and laws."

The Health Department's team members are dedicated to the community, knowledgeable of public health and the department's procedures. It is truly an honor to be the team leader of such a professional team; I look forward to working closely with each member. I am very confident that this team will continue to protect and grow with the community. Thank you.

Team Members: Lou-Ann C. Clement, C.H.O.

Director of Public Health

Dean Trearchis

Virginia Desmond, PNA

Diane Joy

Pamela Gorrasi

Dawn Cathcart

Sanitarian

Public Health Nurse

Senior Clerk Secretary

Animal Inspector

Recording Secretary

In January there were major changes for the Health Department; the office relocated to the Senior Center, at 175 Chandler Street and Diane Joy joined our team as the office's Senior Clerk Secretary. Then, in December, Diane Joy's hours were increased to a full time (37.5 hours) position. On behalf of the Board and the Health Department, I would like to say thank you.

On behalf of the Board and myself, we would like to take a moment to thank the Department of Public Works for relocating the office, to all the volunteers at the Senior Center and Linda Brabant, Director of the Senior Center for the warm welcome the Health Department has received at the Senior Center. Once again, thank you.

The Health Department continues to be actively working with the surrounding communities of Billerica, Chelmsford, Dracut, Lowell, Tyngsboro, and Westford in a regional coalition (Upper Merrimack Valley Public Health Coalition (UMVPHC)) for response to public health threats within the area. The coalition meets regularly preparing for a regional public health emergency response. Regional emergency responses are completed and we are actively testing them. This year, with help of the Police Department, Security Plans for the town's Emergency Dispensing Sites were developed and implemented.

In 2011, the Lowell Health Department obtained a grant that supplied kiosks for "Unwanted Medicines" to the surrounding communities and with the help of Safety Officer Jennie Welch the kiosk is stationed in the Police Department's lobby. This kiosk is open to the general public and continuously provides opportunity for the residents to remove unwanted medicines and opioids from their home and out of our waste stream.

To complement the UMVPHC, we are a member of the Upper Merrimack Valley Medical Reserve Corps (MRC) which provides staffing support during clinics, emergencies, and other public events. At the end of 2012 they received a grant to help pet owners prepare for and keep their pets safe during emergencies. Seminars will be held the first part of 2013.

Ms. Clement and Ms. Desmond were invited to watch and evaluate a drill in one of our Assisted Living facilities. This drill was a fire within the facilities' kitchen, it was well organized and thought out. The drill brought various internal departments and external partners together. We look forward to participating in more drills.

The "Fifth Annual Health Fair" occurred with approximately 50 various health exhibitors including nutrition and exercise planners, massage therapists, pharmacies, funeral directors and much more. The general public enjoyed the event and we look forward to continuing this educational event next year.

As of a member of "Healthy Communities Tobacco Awareness Coalition" Director Ron Beauregard has performed individual educational trainings to our tobacco licensed establishments with regards to regulations and new tobacco products. This program started to perform compliance checks to ensure that our tobacco establishments are complying with the existing regulations regarding the sale of tobacco products to minors. Along with performing compliance checks he prepared and presented amendments to the Board's Tobacco regulations which were adopted by the Board.

Ms. Clement and Ms. Desmond also participated with the first annual Drug Awareness week sponsored by the Police Department. This year's event had something for all ages. There were various discussions and presentations that started in the younger grades with a poster contest to the high school with Chris Herron a former NBA player speaking how he lost his career to drug addiction. There was an evening event for parents with lots of resources present to answer questions and presentations to the seniors regarding household medicines. With the help of the Tewksbury Board of Health staff; Tewksbury Cares (A Board of Health Initiative) applied for and received a grant from Walmart Foundation for the "Improbable Players" to speak within the Tewksbury's School District during Drug Awareness week. We look forward to next year's events.

Ms. Clement and Ms. Desmond joined the Greater Lowell Health Alliance sub-committee called MassCall2 Working Group. This group is comprised of various communities' organizations within the Greater Lowell area. It is geared towards the education and prevention of Opioids and more.

In September, at the request of the Town Manager, this office started to work with the Attorney General's (AG) office under their "Abandoned Housing Initiative." This initiative was developed to provide communities with a tool to rid viable neighborhoods of blighted properties. We function as a partnership to turn these properties around. The AG office assists us with developing records, investigatory services, and possible court actions.

On behalf of the Board, I would like to congratulate Tewksbury's Water Treatment Plant. For the second year in a row, they have received the Centers for Disease Control and Prevention (CDC) "Water Fluoridation Quality Award." CDC commends communities' water systems for their consistent and professional adjustment of water fluoride content to obtain the optimum level of oral health. Our water system is a method to prevent tooth decay and improve oral health to all of our residents.

### **PUBLIC HEALTH NURSING SERVICES**

Virginia (Ginny) Desmond, Public Health Nurse, continues to educate the public. She works closely with other departments and team members; such as the Sanitarian and School District with the investigations of communicable diseases, food borne illnesses and immunizations. She and the Director attend and participate in Upper Merrimack Valley Public Health Coalition (UMVPHC) with emergency preparedness. The public health nurse also provides limited care and referral services to the public.

She offers various clinics such as Flu, Pneumonia, Blood Sugars, and Blood Pressure Clinics. She works closely with individuals regarding the general public's private medical topics. She pays close attention to up and coming public health topics by attending necessary informational meetings, seminars and trainings.

Along with Ms. Desmond's normal responsibilities as the town's Public Health Nurse, she was a preceptor to a nursing student from Massachusetts College of Pharmacy and Health Sciences.

Ms. Desmond received the Civic Excellence Award from the Greater Lowell Health Alliance. This award is presented to members of the community who exemplifies the ideals of community service and volunteerism.

### **ENVIRONMENTAL ACTIVITIES**

Dean Trearchis, Sanitarian and Lou-Ann Clement, Director attended miscellaneous seminars regarding emergency preparedness and response, understanding hurricanes, bed bugs, water response, food sanitation, housing, nuisance animals, Title V, Storm Water, Allergy Awareness, Munis and access, Multi Hazard Mitigation, People with Disabilities, Managing Emotions, etc. Ms. Clement and Mr. Trearchis are active members in Massachusetts Health Officers Association (MHOA).

Beyond the activities of investigating complaints, inspecting various businesses and establishments; the Environmental section performs investigation and follow up of animal bites and continuously monitor numerous beaver dams throughout the Town. Monitoring is performed on a regular basis to observe beaver activity.

### **ANIMAL INSPECTOR ACTIVITIES**

The Animal Inspectors are responsible for inspecting all livestock and the facilities, complete the state required barn book, and investigate animal bites and quarantine animals as necessary.

## **TEWKSBURY BOARD OF HEALTH 2012 ACTIVITY REPORT**

### **\$29, 811.12 REVENUES RECIEVED**

#### **INSPECTIONS CONDUCTED**

Complaints Investigated	454	Ice Rink	001
Construction Site Visits	025	Livestock	006
Court Appearances	027	Miscellaneous	016
Dumpster	040	Offal/septic/medical truck	002
Environmental	001	Recreational Camps	005
Farm Site Visits	001	Septic System	003
Food	174	Septic System Abandonment	011
Grease Tanks	005	Swimming Pool	003
Group Homes	004	Tanning Booth	003
Hotel	007	Title V waiver Inspection	001

#### **PERMITS ISSUED**

Animal Permits	013	Mobile Food Permits	002
Body Art Establishment	001	Offal/Solid/Medical Waste Hauler	037
Dumpster Permits	053	Piggery	002
Food Service Permits	149	Pools	007
Frozen Desserts	008	Recreational Summer Camps	003
Funeral Directors	003	Retail Tobacco Sales	022
Hotels/Motels	003	Septic Abandonment	036
Ice Rinks	001	Tanning Booths	001
Installer License	012	Trailer Parks	001



#### **NURSING ACTIVITIES**

Ambulances	002	Home Visits	252
Blood Pressure	530	Off Site Visits	004
Blood Sugars	150	Nursing Student(s) Preceptor	001
Consultations	040	Seasonal Flu Clinics	006
First Aide	019	Trainings	007
Individual Health Education	549	Vaccinations	075
Hepatitis B Vaccine Clinic	002		

#### **COMMUNICABLE DISEASES INVESTIGATIONS**

Campylobacter	008	Influenza	001
Cryptosporidiosis	003	Latent TB	004
Giardia	006	Lyme	067
Group B Strep	006	Pertussis	006
Hepatitis A	001	Salmonella	006
Hepatitis B	001	Strep Pneumonia	008
Hepatitis C	036		

#### **ANIMAL INSPECTOR ACTIVITIES**

Cattle Inspections	007	Quarantines	53
Farm Inspections	029		

I would like to take this opportunity and thank the Board of Health members Philip French, Edward Sheehan, Christine Kinnon, Charles Roux, and Kathleen Brothers, the Health Department team members, Sanitarian Dean Trearchis, Public Health Nurse Virginia Desmond, Animal Inspector Pamela Gorrasi, Recording Secretary Dawn Cathcart and our newest member Diane Joy, Senior Clerk Secretary for their dedication and service to the community.

Respectfully submitted:  
Lou-Ann C. Clement, C.H.O.  
Director of Public Health

# Building Department

Edward P. Johnson is the Building Commissioner. He has held that position since June 2009 and prior to his appointment, Edward had been Assistant Building Commissioner for 13 years. He is responsible for all permits, inspections and zoning investigations. Dawn Cathcart and Nancy O'Keefe are both Nationally Certified Permit Technicians who track all these permits, provide staff support and have both demonstrated the expertise in maintaining an excellent office environment and quality customer service. In November, Robert Armstrong was hired to be a part-time local inspector to help with the work load. In addition, Harold Sullivan is the part-time electrical inspector and Paul Wild is the part-time plumbing inspector.

Nancy and Dawn handle all DPW permits including trench, street opening and driveway permits. For 2012, the following DPW permits were issued:

Type of Permits	# of Permits	Fees Collected
Trench Permits	266	\$8,520
Street Opening Permits	123	\$12,310
Physical Alterations (Driveway) Permits	91	\$9,870

In 2012, there were 866 building permits issued with a value of work of \$88,144,532. This generated \$419,823 in building permit fees. The number of associated permits (i.e., electrical, plumbing, gas) remained consistent with previous years.

Present activity includes these major housing subdivisions:

	Aprils Way	Wells Drive	Andover Estates	Catamount Road Ext
Total # of units:	14	11	20	21
Permitted to date:	14	8	20	17
Occupied to date:	12	2	17	17

Commercial projects included:

Various Tenant Fit-ups for Restaurants, Office and retail space.  
 21,055 SF Addition to Wal-Mart  
 Thermo-Fisher – Renovation of Entire Building – 2 Radcliff Road  
 225,000 SF New Tewksbury Memorial High School  
 4,120 SF Addition and Renovation of MVP – Laser Tag and Mini Golf – 2087 Main St  
 50,588 SF Tenant Fitup for Corning Glass – 836 North Street  
 17,606 SF Tenant Fitup for WWTS – 836 North Street  
 Tenant Fitup for Cambridge Isotope Labs – 60 Highwood Drive

Additionally, the department issued 700 wiring permits, 872 plumbing/gas permits, 157 sewer entry permits, 20 sewer connection permits, and 77 water permits. Certificates of Inspection were issued to 85 establishments such as restaurants, function rooms, churches and schools or any place of assembly. The Inspectors for the Building Department performed over 2500 inspections.

ON THE HORIZON: (proposed projects to start during 2013)

Andover Rd. – Robertson Estates – 26 Single Family Homes. Roadway constructed  
 Bella Woods (East Street) – 117 Multi-Family Development  
 Carter Commons – 80 Multi-Family Dwelling Units  
 Town Hall Renovation  
 Hawthorne Retirement Group – 124 Unit Congregate Care Facility  
 Meadow View Retirement Facility – 33 Living Units  
 10,000 SF Day Care Facility (Main Street)

Following is a breakdown of permits issued during 2012.

Respectfully submitted,

Edward P. Johnson  
 Building Commissioner

# **BUILDING PERMITS by CATEGORY TOTALS**

Permits Issued:	1/1/12	thru	12/31/12
	NUMBER of PERMITS	VALUE	FEES
Com ADDITION	4	\$1,147,000	\$12,070
Com CERT of INSP	83	\$0	\$8,129
Com DEMO	2	\$2,000	\$245
Com MISC	17	\$656,625	\$7,640
Com RENOVATION	25	\$751,723	\$8,785
Com ROOF	1	\$253,750	\$2,615
Com TEN FIT-UP	42	\$14,936,145	\$175,993
Mun DEMO	1	\$0	\$0
Mun MISC	1	\$147,800	\$0
Mun NEW	1	\$52,600,000	\$0
Mun RENOVATION	2	\$14,000	\$0
Res ADDITION	32	\$2,270,382	\$24,155
Res CHIM/FP	2	\$5,450	\$150
Res DECK	83	\$848,076	\$11,095
Res DEMO	24	\$596,801	\$3,763
Res FAMILY SUITE	7	\$545,250	\$6,265
Res FOUNDATION	30	\$0	\$750
Res MFD	9	\$1,105,000	\$11,505
Res MISC	14	\$259,244	\$3,170
Res NEW SFD	33	\$7,271,376	\$74,524
Res POOL	36	\$635,524	\$7,445
Res RECORDING	6	\$0	\$3,000
Res REINSPECTION	4	\$0	\$250
Res RENOVATION	206	\$2,431,360	\$31,037
Res ROOFING	93	\$735,530	\$10,385
Res SHED	17	\$84,919	\$1,090
Res SIDING	42	\$713,907	\$8,550
Res WOOD STOVE	13	\$6,400	\$650
SIGNS	33	\$107,270	\$6,412
TEMP TRAILER	3	\$19,000	\$150
<b>TOTALS:</b>	<b>866</b>	<b>\$88,144,532</b>	<b>\$419,823</b>

Plumbing	472	\$25,135
Gas Permits	400	\$13,265
P&G Reinspections	1	\$25
Electrical Permits	700	\$57,469
<b>SEWER &amp; Water</b>		
Sewer App	157	\$7,760
Sewer Plumbing	106	\$4,240
Sewer Connections	20	\$51,000
Water Permits	77	\$48,825.76



# Conservation Commission

The Conservation Commission consists of five members, all of whom are appointed by the Board of Selectmen. The Conservation Commission members are Chairman Stanley Folta, Jr., Vice Chairman Anthony Ippolito, Dennis Sheehan, Stephen Deackoff and Sean Czarniecki.

The Conservation Commission is responsible for administering the Tewksbury Wetland Protection Bylaw and the Massachusetts Wetland Protection Act, 310 CMR 10.00 (M.G.L. Chapter 131, Section 40). The Commission's goal is to protect wetland resource areas, buffer zones, vernal pools, riverfront areas, related water resources areas, water quality as well as Open Space in the Town of Tewksbury.

All applications submitted to the Conservation Commission for projects require a public hearing to be held. When all the information for an application is submitted, the Conservation Commission votes to either approve or deny the permit. If approved by the Commission, an Order of Conditions is issued which will provide the mitigation to protect the impact on wetland resource areas as well as related water resource areas. If a permit is denied, the applicant can appeal the decision to the Massachusetts Department of Environmental Protection and the Massachusetts Superior Court.

In 2012, the Conservation Commission Administrator performed many site visits. The Commission issued fifteen (15) Order of Conditions, nineteen (19) Certificates of Compliances for completion of projects, six (6) Request for Determinations, two (2) Abbreviated Notice of Resource Area Delineation requests and two (2) Extensions of Order of Conditions. All projects located within 100 feet of wetlands and 200 feet of a river and 100 feet from an intermittent stream require a Notice of Intent for proposed work. When an Order of Conditions is then issued, and the project is complete, a Certificate of Compliance is issued. Some projects include single family dwellings, additions, in-ground pools, large multiple housing units, commercial buildings, the sewer improvement work and the drainage and maintenance program by the Tewksbury DPW.

The Conservation Commission has worked diligently in 2012 to protect the natural resources in Tewksbury as many parcels of land are under the management of the Conservation Commission for use as Open Space. All proponents of certain activities within 100 feet of a wetland resource area and within 200 feet of perennial streams and within 100 of intermittent streams are advised that permits from the Conservation Commission are required to comply with local and state regulations as well as federal regulations. The Tewksbury Wetland Protection Bylaw stipulates a 25 foot no disturb zone and a 50 foot no build zone adjacent to the wetland resource area as well as regulated activity within 200 feet of a vernal pool, 200 feet of a Perennial stream or river and within 100 feet of all intermittent streams. Additionally, the Tewksbury Conservation Commission acquired the property located at 2000 Whipple Road. Its close proximity to the Shawsheen River currently serves as a riparian buffer and has additional potential value for recreational and conservation.

The Conservation Commission meets on the first and third Wednesday of each month. All Conservation Commission meetings are open to the public and held in the Town Hall Auditorium beginning at 7:00 P.M. and are televised on the local cable channel.

The Conservation Office which is part of the Department of Community Development is located in the DPW Building located at 999 Whipple Road and is open to the public from 7:30 A.M. to 4:30 P.M. Monday through Thursday. Fridays are not open to the public.

Respectfully submitted,  
Kyle Boyd  
Conservation Administrator

# Planning Board

The Tewksbury Planning Board consists of five-elected town residents. The Planning Board Officers are Robert Fowler, Chair, Vincent Spada, Vice Chair, and Nancy Reed, Clerk. Other members of the Board include Stephen Johnson and David Plunkett.

The Planning Board reviews all new commercial projects and residential subdivisions proposed for construction in Town. The Planning Board, working with the Building Commissioner and the Community Development Director, is responsible for ensuring that new developments comply with land use regulations. The Planning Board strives to strike a balance between a landowner's right to develop and the interests of neighbors and the Town as a whole.

The Planning Board issued eighteen special permits for various projects. Significant projects that were approved by the Planning Board included the construction of a 128-suite Elderly Congregate Care Facility at Main Street/Victor Drive; remodel existing and construct addition to house indoor and outdoor recreation facility at 2087 Main Street (Merrimack Valley Pavilion); construction of a new 10,000 square foot day care facility on Main Street; expand existing retail center with drive up window at 1768 Main Street and the construction of a new 117 multi-family housing development on East Street (Bella Woods).

The Planning Board endorsed six plans that were found not to require subdivision approval. The Planning Board also approved twelve non-substantial determinations, three extensions of special permits, three small subdivisions and recommended one street for public layout.

In addition to fulfilling its statutory duties as a special permit grant authority and subdivision control authority, the Planning Board continued to support additional initiatives. Members of the Planning Board's Zoning Bylaw Subcommittee include David Plunkett, Nancy Reed and Vincent Spada. The Subcommittee proposed eight articles for Town Meeting action.

Board members are very active serving as representatives to the Northern Middlesex Council of Governments-David Plunkett, Local Housing Partnership-Nancy Reed, Community Preservation Committee-Nancy Reed, Economic Development Committee-David Plunkett, Tewksbury Green Committee- Robert Fowler and Vincent Spada is serving on the High School Building Committee.

The Planning Board is committed to a long term effort to implement the Master Plan's vision, goals and recommendations to enhance future growth and land use and improve the quality of life for Tewksbury residents. In 2012 the Planning Board will begin an update of the 2003 Master Plan.

Respectfully submitted,

Robert Fowler, Chair  
Planning Board



# Community Preservation Committee

The Community Preservation Committee ("CPC") includes representatives from town boards and committees and one at large citizen member. In 2012, the CPC members were, Nancy Reed, Donna Pelczar, David Gay, Doug Sears, Tom Churchill, Corinne Delaney, Drew Vernalia, Steve Deackoff and Richard Montuori.

The Community Preservation Act ("CPA", MGL Chapter 44B) is statewide enabling legislation allowing cities and towns in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (plus state matching funds) to be used for open space preservation, creation of community housing, preservation of historic buildings and landscapes, and creation of recreation opportunities.

The CPC requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70% of each year's funds can be spent or reserved in any of the four areas. In addition, up to 5% of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC.

All CPA funding requests require the recommendation of the project by the CPC to Town Meeting, and a majority vote of Town Meeting.

The CPC is currently overseeing or saw completion of the following projects in 2012 that were awarded by previous Annual Town Meetings (ATM) and Special Town of Meetings (STM):

Historic Survey – Awarded STM, May 9, 2007, Article 3 - \$28,000 The complete listing of all properties on the survey can be found on the Community Preservation Committee's Town website page.

Livingston Parks/Recreation, Drainage – Awarded STM, May 9, 2007 - \$150,000. Recreation sought funds to keep the park's land areas from further harm by providing proper drainage to the Recreation areas that are threatened due to improper drainage. Costs also include Survey and Engineering. This project is currently pending land transfer from the State of Massachusetts. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Rehabilitation Project – Awarded STM Oct. 5, 2010. The Town of Tewksbury sought funds to rehabilitate our historic Town Hall. CPA funds were approved at town meeting totaling \$6,103,303. This project honors the historic architectural significance of the structure and its surroundings, while serving future residents in a manner consistent with its original intended use. In 2011 a Project Management firm was selected, in 2012 an Architect was chosen. Continued design will proceed and construction is anticipated to begin in 2013.

Long Pond Remedial Action Section 319 Grant Application Matching Funds – Awarded STM October 2009, \$120,000 from the Community Preservation Fund's Open Space Reserve Account to be expended subject to a successful Clean Water Act, Section 319 Grant Award of up to \$225,000 for implementation of approximately 25 of the 164 restorative and protective action locations (BMPs) as described in the 2008 Long Pond Study. The Grant requires a 40% match and the set aside of these CPA funds will allow the Town to apply for the Grant. State approval of the grant award has been received as well as final approval from the EPA in 2011. The project is underway, including neighborhood outreach and High School student participation in the field and in class.

Livingston Street State Cemetery Preservation, Clean-up and Fence - Awarded STM October 2009, \$15,000 to clean-up and fence-off an existing State Hospital Cemetery which is on a portion of the land to be transferred to the Town, subject to the Tewksbury State Hospital and State Division of Asset Management transfer of land known as the Saunders Recreational Facility to the Town of Tewksbury. May Town Meeting 2010 approved an additional \$27,000 for additional funding for the fence, which is proposed to be a wrought iron style rather than the previously approved funding for a chain link style fence. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Records Preservation - Awarded STM October 2009, \$50,000 from the Community Preservation Fund's Historic Preservation Reserve Account to be expended by the Town Clerk to recover, preserve and protect Town records and archives. Part of this project is to fund recovery of 225.5 cubic feet of damaged documents due to water damage and high humidity in the Town Hall. This effort will be coordinated with the renovation and preservation of the Town Hall. Also awarded are \$375,000 CPA funds at May Town Meeting 2010 to complete this project.



In 2011, the Town Clerk began the comprehensive project to digitize all of the 80,000+ vital records at the Town Hall, to be completed in early 2012. In addition to the preservation of the records, this digitalization will increase efficiency at the Town Clerk's office by enabling staff to retrieve records directly from their desktop computers.

In May 2011 an application was submitted and subsequently in November 2011, the U.S. Department of Housing and Urban Development announced its 5.3 million dollar grant award for the HUD Section 202 Senior Housing in Tewksbury. In May 2008, Town Meeting approved Tewksbury Community Preservation Funds of \$150,000 which were attached in support of the grant application for construction of 32 Affordable Senior Supportive Services Housing units off Livingston Street, near Saunders Circle. Construction could begin late Spring 2013.

In May 2012, the School Department was awarded \$275,000 in CPA funds to rehabilitate the historic Ella Flemmings School, 1503 Andover Street, including expenses as necessary for replacement of the boiler and exterior rehabilitation including roof, trim boards, doors, windows, siding, exterior paint and the like.

In October 2012, the Town voted to appropriate the sum of \$375,000 to create a new recreational use through construction of 5 new tennis courts and associated fence on the campus of Tewksbury Memorial High School, at the request of the Town Manager and the Friends of Tewksbury Tennis. Construction is expected to begin Summer 2013.

In 2012, the Tewksbury CPC continued to supported Senate Bill 90 legislation at the Statehouse. This bill would allow communities to combine a traditional 1% CPA property tax surcharge with up to 2% of other municipal revenue in order to fund their local Community Preservation account. Also, this bill would increase the allowable uses for CPA funds so that communities can rehabilitate existing outdoor parks and other recreational resources. This legislation was passed in July 2012. The CPC will study the implications of the new legislation for our town.

The Community Preservation Committee welcomes project proposals that may contribute to preservation in Tewksbury.

Respectfully submitted,

Nancy Reed, Chair

# Finance Department

*Accounting Reports*

*Board of Assessors  
Computer Services*

*Treasurer's Cash*

## Auditors Report

## General Fund Balance Sheet

GENERAL FUND BALANCE SHEET June 30, 2012			
	<u>ASSETS</u>		
General Cash		9,681,173.64	
Collector	300.00		
Appeals	200.00		
Schools	50.00	550.00	
Uncollected Taxes:			
Personal Property:			
FY99	53.04		
FY00	54.32		
FY01	121.44		
FY02	169.52		
FY03	821.86		
FY04	1,921.14		
FY05	12,687.58		
FY06	5,379.53		
FY07	6,408.08		
FY08	6,100.28		
FY09	16,664.59		
FY10	13,423.23		
FY11	66,127.27		
FY12	51,555.29	181,487.17	
Real Estate:			
FY06	-		
FY07	-		
FY08	-		
FY09	(5.00)		
FY10	(1,628.53)		
FY11	6,237.18		
FY12	866,981.80	871,585.45	

Motor Vehicle Excise:			
FY06	15,340.44		
FY07	16,840.39		
FY08	19,301.12		
FY09	19,285.34		
FY10	20,980.21		
FY11	60,115.60		
FY12	191,327.57	343,190.67	
Boat Excise:			
FY05	169.00		
FY06	985.00		
FY07	1,316.00		
FY08	1,665.00		
FY09	1,766.00		
FY10	1,742.00		
FY11	2,159.78		
FY12	-	9,802.78	
Other Receivables:			
Tax Liens/Titles/Possessions	2,548,462.61		
Taxes in Litigation	-		
Deferred Taxes	177,136.24		
38D	-		
Ambulance Services	752,772.05		
Trash Carts	1,738.00		
Veterans Services	196,793.00		
Due From State	-		
Due From Employees	6,202.34	3,683,104.24	
<b>TOTAL ASSETS</b>		<b>14,770,893.95</b>	
	<b><u>LIABILITIES/RESERVES</u></b>		
Warrants Payable		0.00	
Accrued Payroll		0.00	
School Accrued Payroll		2,026,749.67	
Payroll Withholdings Payable:		66,872.50	
Allowance for Abatements:			
FY04	4,000.00		
FY05	-		
FY06	-		
FY07	50,742.87		
FY08	111,014.24		
FY09	428,028.98		
FY10	473,802.44		
FY11	495,069.80		
FY12	404,016.38		
		1,966,674.71	



Unclaimed Property:			
Abandoned	5,952.08		
Tax Refunds	19,622.91		
		25,574.99	
Taxes Paid in Advance	-		
		0.00	
Deferred Revenue:			
Taxes in Litigation	-		
Real/Personal Taxes	(915,551.21)		
Supplemental RE Taxes	1,949.12		
Tax Titles/Possessions	2,548,462.61		
Deferred Taxes	177,136.24		
Motor Vehicle Excise	343,190.67		
Boat Excise	9,802.78		
38D	-		
Ambulance Service	752,772.05		
Trash Carts	1,738.00		
Veterans Benefits	196,793.00	3,116,293.26	
<b>TOTAL LIABILITIES</b>		<b>7,202,165.13</b>	
Fund Balances:			
Encumbrance Reserve	542,655.21		
Reserved for Expenditures	1,386,059.00		
Teachers Pay Deferral	(953,332.00)		
Petty Cash	550.00		
Unreserved/Undesignated	5,770,948.84		
Reserved for Future Year Debt	880,743.61		
Overlay surplus	-		
Overlay Deficit	-		
Reserved for Court Judgments	-		
Snow/Ice Deficit	(58,895.84)		
<b>TOTAL FUND BALANCES</b>		<b>7,568,728.82</b>	
<b>Total Liabilities/Fund Balances</b>		<b>14,770,893.95</b>	
	<b><u>SPECIAL FUNDS</u></b>		
<b>Town Revolving/Grant Accounts</b>			
Insurance <20K Town		-	
Insurance <20K Police		2,205	
Insurance <20K Fire		-	
Insurance <20k DPW		2,504	
Arts Lottery		4,843	
Planning Engineering		172	
Planning Sidewalks		34,520	
Recreation Programs		-	
Planning Consult-Existing		2,026	
Conservation Consult-Existing		-	
Planning Consult-New Projects		63,864	
Conservation Consult-New Projects		10,053	

ZBA Comprehensive	16,992
SASO Deposits	25,585
Park Fees	-
Stormwater	1,710
Street/Traffic Signs	758
Insurance <20K Parks	-
Community Preservation Fund	2,282,278
Parks & Recreation	6,381
Record Preservation	28,630
COA Revolving	3,075
BOH Emergency Kits Revolving	-
GIS Revolving	42,393
Town Clerk Revolving	-
State Election/Primary	39,629
Community Policing	-
Drug Control	-
Selective OT	(3,254)
EOPS	-
BT Response	-
Local Preparedness Grant	-
Ambulance Task Force	-
COA Grant	-
Library LSTA	4,308
Library Aid State Grant	29,612
DARE Grant	-
SAFE Grant	3,352
Wal-Mart Economic Development	-
Municipal Recycling Incentive	1,368
FEMA	(113,430)
MHOA Grt	-
Road Improvement/Neswc	-
Bulletproof Vests	5,911
Gates Foundation	-
Fire Safety Equipment Grant	-
Hazard Mitigation Grant	99,734
Police Safety Equip	-
BT Response	1,778
Assistance to Firefighters Grant	3,702
Library Public Funds Grant	-
Fire CIRRRIP Grant	-
SETB Training Grant	-
FED Equitable Sharing	51,292
WTP Hazard Mitigation Grant	-
Priority Dev. Site Chap 43D	10,934
911 PSAP/RECC Grant	-
EMPG Grant	-
State 911 Training Grant	(8,684)
PHER Grant	-
Clean Energy Grant	-
Fluoridation Equipment Grant	-
License Plate Reader Grant	-
Long Pond BMP 319 Grant	(17,729)
Green Community	103,863

FY10 Assistance to Fire Fighters	(10,305)
FY10 EMPG FD	(2,005)
Child Passenger Safety	(750)
Rte 133 Improvements	27,367
Cable TV Gift	22,923
DARE Gift	491
Fire Gifts	2,354
Thermal Camera Gift	351
Dog Pound Gift	500
Vicor Sewer	6,582
Sidewalk Gift	-
Patriotic Activities Gift	-
Homecoming Gifts	2,060
Library Gifts	3,077
Hydrant Gift	691
Recreation Gift	-
Recycling Committee	3,161
PAL School Custodians	-
Shawsheen & East St Improvements	3,335
Police Gifts	7,163
DPW Gift	250
Tax Assistance	7,599
COA Gift	-
Trull Family	-
Town Manager Gifts	91
Hanover	219,850
Library Scholarship	24
July 4th Gifts	-
Camp Polelo Gifts	-
Praxair/Library Gift	103
Dog Gifts	83
Tewksbury Economic Development	47
Hanover PRV Installation	-
Planning Brd Gifts	32,350
East Street Water Service Gift	15,000
Foster School Sale	-
Weights/Measures Fines	1,252
Recreation Insurance >20K	-
Drug Forfeitures	20,126
COA Stipends	1,170
Conservation Engineering	2,540
Wetlands Protection Fund	26,680
Police Special Detail	(21,895)
Fire Special Detail	7
DPW Special Detail	-
Water Connection Materials	-
Community Dev Sewer Design	575
Sewer Engineering Review	-
School Gas Reimbursement	-
St. Claire Sewer Escrow	40,200
School Custodians	-
Youth Football Phone	(259)
Dog Fund	29,923



Sporting Fees		591	
Fire Hazmat		1,865	
Recycling/Composting Bins		2,304	
ZBA Consulting		763	
Woburn Street Improvements		25,000	
Drainage Deposits		10,000	
Bond Revocation		10,000	
Disaster Relief		1,433	
Compensation Funds		3,181	
Oakdale Plaza		48,000	
Firesetters Intervention Program		563	
MAPC Fire Training		-	
MAPC Police Training		1,736	
PI Bd Affordable Housing		40,000	
Mitigation Escrow		-	
Code Enforcement		43	
Revaluation		13,911	
Total Town Revolving/Grant Accounts		3,342,481	
<b>School Revolving/Grant Accounts</b>			
School Lunch		303,109	
Athletics		71,187	
Textbooks		2,766	
Adult Education		33,758	
School Facilities Rental		4,508	
Extended Day		99,061	
Dewing Insurance <20K		6,880	
Heath Brook Insurance <20K		2,188	
High School Insurance <20K		(90)	
Ryan School Insurance <20K		2,541	
Trahan Insurance <20K		14	
School Administration Insurance <20K		-	
Heath Brook Rental		10,106	
Pre School		53,661	
Full Day Kindergarten		167,624	
Special Ed Circuit Breaker Reimb		961,133	
H S Parking Fees		-	
H S Clubs		56,312	
H S Athletic Fees		40,829	
Wynn Sch Athletics		13,506	
Wynn Sch Clubs		8,253	
Ryan Sch Clubs		2,850	
AIC HS Rental		-	
PSAT		4,022	
P.A.L. Custodians		312	
Recreation Custodians		(3,148)	
Community Ed-Rec		8,894	
Team Chair		(98,319)	
Literacy Project		-	
Academic Support		294	
Project Charlie		667	
Remedial Reading		(13,250)	
Early Childhood		(8,654)	

Math/Science		-	
Sped Improvement		(5,070)	
Enhanced Health		720	
Enhanced Education		20	
Improving Educator Quality		(13,257)	
Early Childhood Training		-	
Physical Fitness/Sports		-	
Summer Support 625B		-	
Big Yellow School Bus		200	
ARRA IDEA Allocation		-	
K12 Literacy Partnership		(10,552)	
Crisis Intervention		197	
High School Partnerships		403	
Early Childhood Special Education		-	
Title 1 School Support		-	
Tiered Instruction 257		5,000	
Educ Jobs		-	
Title 1 Carryover		515	
Music Drives Us		6,356	
HB Verizon Award		2,464	
Verizon FIOS Campaign		1,475	
High School Gift		747	
Digital Gift		2,287	
School Technology Gift		205	
Wal-Mart Gift		1,625	
DARE		442	
Trees		-	
School Gifts		8,496	
Scholarship Gifts		1,000	
Space Day		2,608	
Middle School Gifts		-	
Lan Gift		250	
Scholarship Fund		123	
Education Fund		2,712	
Tewksbury Rocks		293	
TMHS Band Gift		500	
Tewksbury Pride		-	
E-Rate		20,889	
Center School Rental		-	
Long Range School Space Planning		3,034	
NCS Pearson		-	
Total School Revolving/Grant Accounts		<u>1,764,695</u>	

<b>Capital Projects</b>			
Police Station		-	
Water Plant Expansion		8,000	
Water Contract #20		-	
School Improvements		-	
Merrimac River Trail		-	
South Street Water		-	
Wynn School Construction		-	
Town Hall Remodeling		-	
Astle Street Water Tank		-	
Sidewalks ATM 10/01		-	
Water Phase 6		-	
Michael St Improvements		-	
Wash Bay/Windows		40,643	
Center Fire Improv		10,000	
High School Feasibility		-	
River Road Improv STM 10/09		9,811	
DPW Building Improv ATM 5/09		-	
River Rd Water Imp ATM 5/0		146,079	
Town Hall CPA Restoration		1,470,868	
Annex Roof STM 10/29 Article		100,000	
Ella Fleming School CPA		275,000	
TMHS Construction STM 3/10		8,644,123	
Total Capital Projects		10,704,524	
<b>Sewers</b>			
Phase IV		-	
Fire Station/Trahan		-	
Total Sewers		-	



<b>Mass Highway Grants</b>			
Livingston/Wildwood		(20,607)	
Various Drainage Improv		-	
Design FEMA Grant		-	
Chapter 90 Trull Brk/Andover		(6,400)	
Chapter 90 Whipple Rd Bridge		(4,627)	
East/Livingston Tip #4981		-	
Chapter 90 East/Livingston Traffic Lights		(3,836)	
Chapter 90 Merrimac Drive		-	
Chapter 90 Dascomb/East Sign		-	
Chapter 90 East at Main-Lee			
Chapter 90 Summer Intern		-	
Chapter 90 Cobbett St		-	
Sidewalk Grant		-	
Chapter 90 East ST Engineering		-	
Chapter 90 Shawsheen St			
Chapter 90 Community Presentation		-	
Chapter 90 Roper Lane			
Chapter 90 River Rd Design		-	
Chapter 90 Leston St			
Chapter 90 Bridge St		-	
Chapter 90 Various St Repairs		-	
Chapter 90 (MA 38193)			
Chapter 90 (MA 38594)		-	
Chapter 90 235293		-	
Chapter 90 Utility 9420		-	
Chapter 90 Roadway & Drainage Improvement		-	
Chapter 90 Strongwater Brk		-	
Chapter 90 East St Roadway & Drainage Improvement		(14,278)	
Chapter 90 2011-12 Drainage Improvement		-	
Chapter 90 Boston Rd Design		-	
<b>Total Mass Highway Grants</b>		<u>(49,747)</u>	
<b>Trusts</b>			
Conservation		138,226	
Foster		25,267	
Pierce		1,668	
Cemetery		23,502	
Stabilization		1,338,629	
Fairgrieve		199,110	
Mahoney		1,544	
Friends of Library Endowment		27,225	
Affordable Housing		2,307,467	
Fire Equipment Stabilization		-	
Fire Gear Stabilization		11,176	
OPEB		-	
Health Insurance		4,347,384	
Occupational Injury		15,519	
Health Insurance Mitigation		<u>113,000</u>	
<b>Total Trusts</b>		<u>8,549,717</u>	

Bank Books/Bonds in Treasurer's Custody			
Planning Projects		-	
Conservation Commission		-	
Sewer Installers Bonds		-	
Total Bank Books in Treasurer's Custody		-	
<b>Agency Funds</b>			
Deputy Collector		(350)	
Criminal History Board		-	
Parks Security Deposit		1,300	
Teen Center Snack Bar Deposit		288	
Special Details		5,639	
Real Estate Deposits		-	
Student Activities		112,012	
ZBA Deposits		67,604	
Action Ambulance		0	
Total Agency Funds		186,493	
<b>Debt Outstanding</b>			
Library		795,000	
Police Station		475,000	
Fire Station		544,650	
Roof Repairs		92,600	
Ryan School		870,000	
High School Track		-	
School Tank/Asbestos		50,000	
DPW Tank Removal		50,000	
Town Hall Annex		105,000	
Sewer Main St		-	
Sewer Phase 4 Town		1,050,749	
Sewer Phase 5 Town		147,850	
Sewer Phase 4 Trust		614,750	
Sewer Phase 5 Trust		772,725	
MWPAT 1 10/04		-	
MWPAT 2 10/04		5,662,634	
Town Offices		53,760	
Water Tower Repairs		-	
Sewer Trahan/Fire Station		-	
Center/Dewing Schools Improvements		-	
South Street Water		-	
Fire Station		-	
Livingston Park		-	
Town Hall Remodeling		-	
Water Mains 5/91		-	
WTP Sludge		30,200	
Water Mains 5/96		160,000	
WTP Expansion		1,128,566	
Water Mains 10/98		90,000	
Middle School		2,600,000	
Greenmeadow Sewer		170,000	
WTP Expansion 3		1,374,000	
Water Anthony Rd		179,000	

Seneca Road Sewer		229,000	
Rogers Street Water		140,000	
Water System 10/03		635,000	
Brentwood/Kendall Water		110,000	
Water System 5/03		140,000	
Sidewalks		60,000	
Improvement TMHS 5/06 #1		-	
Town Wide Sewer		85,923,150	
Sidewalks 5/06		-	
Water System PH8 10/04		510,000	
Water Meters 5/06 #11		160,000	
Fire Hydrants 5/06 #10		60,000	
Water Tank		224,000	
Water Shawsheen St 5/06 #9		30,000	
Wash Bay & Windows		20,000	
Water System Improv 5/06 #8		490,000	
Central Fire Station 10/05 #18		-	
Sutton Brook Rem 10/05 #2		50,000	
Senior Center Const		2,890,000	
Fire Hydrants 5/05 #12		60,000	
Water Sys Improv 5/05 #10		225,000	
Water Meters 5/05		276,000	
Water Interconnect 5/05 #3		35,000	
Repair Sewer Pumps 5/05 #15		1,650,000	
Water System Improv 5/07 #9		170,000	
Fire Hydrants 5/07 #10		75,000	
Water Meters 5/07 #11		500,000	
Water Storage Expan 5/08 #12		300,000	
Fire Hydrants 5/08 #11		20,000	
Water Meters 5/08 #12		540,000	
Water Meters 5/09 #10		630,000	
Fire Hydrants 5/09 #9		20,000	
Water Meters 5/10 #9		450,000	
Sewer Pumps 5/07 #15		380,000	
TMHS Study 5/08 #2		605,000	
DPW Building 5/09 #15		160,000	
Ames Hill Tank 5/09 #18		400,000	
Water River Rd 5/06 #16		465,000	
MRS Early Retirement 5/09 #17			
TMHS Construction 3/10 #1		29,450,000	
School New Elem 3/97 (Reti)		6,475	
Total Maturing Debt		<u>145,105,109</u>	
<b>Loans Authorized/Unissued</b>			
Sewer Pumps 5/05 #15		-	
TMHS Study 5/08 #2		-	
DPW Building 5/09 #15		100,000	
Water River Rd 5/09 #16		-	
MRS Early Retirement 5/09 #17		-	
Ames Hill Tank 5/18 #18		25,000	
Annex Roof 10/09 #7		100,000	



Annex solar Panel 10/09 #8		85,000	
TMHS Construction 3/10 #1		13,766,582	
Road Drainage Improvements 5/10 #2		3,000,000	
Water Meters 5/10 #9		-	
Town Hall STM 10/10 #3		4,600,000	
Water System Improvement 5/05 #10		-	
Town Wide Sewer 5/08 #1		400,000	
Bike Path 10/97 #9		-	
Senior Center Exp 5/01 #8/23		-	
Michael St			
Waterlines 5/12 #17		1,000,000	
Total Loans Unissued		23,076,582	
	<b><u>DEBT ACTIVITY</u></b>		
	<b><u>Principal</u></b>	<b><u>Interest</u></b>	
Senior Center	225,000	135,375	
DPW Building	20,000	5,500	
Police Station	250,000	16,163	
Library	165,000	25,100	
Fire Station	68,750	34,408	
Ryan School	115,000	27,094	
Wynn School	262,000	138,405	
School Furn/Compt	129,000	160	
Center School Tank	10,000	1,575	
Main St Sewer	5,000	105	
Phase 4 Town	-	-	
Phase 5 Town	20,000	2,850	
Seneca/Navillus	6,000	10,344	
MWPAT Sewer	253,773	21,825	
Green Meadow	19,000	9,129	
Sewer Pump Station	20,000	5,081	
Water Meter (River Rd)	55,000	6,142	
Water Meters	50,000	5,956	
Town Hall Annex	15,000	3,281	
Town Hall Annex	7,680	3,433	
Truck/Bay Windows	10,000	1,063	
Sidewalks	20,000	2,925	
Sidewalks	18,000	563	
Building Roofs	11,650	5,848	
DPW Tank	10,000	1,575	
Master Pumps	2,864,350	3,764,904	
Sewer Pumps	135,000	57,225	
WTP Exp Residuals 3	260,000	63,169	
Anthony Rd	15,000	7,674	
Rogers	16,000	7,533	
Water System Ph 7	11,500	6,005	
Brentwood/Kendall	164,145	45,499	
Water Mains ATM 5/91	55,000	27,103	

Water Mains ATM 5/96	10,000	4,691	
Water Mains STM 10/98	60,000	1,260	
WTP Sludge	35,000	5,081	
Water Ph 8	15,000	2,825	
South Street	-	-	
Tower/Booster	48,000	24,098	
Fire Hydrants #1	15,000	2,250	
Fire Hydrants #2	12,000	3,240	
Fire Hydrants #3	12,000	3,240	
Fire Hydrants #4	10,000	1,100	
Fire Hydrants #5	10,000	1,100	
Ames Hill Tank	50,000	13,750	
Water Interconnection	8,000	1,930	
MWPAT Water	320,492	116,458	
Shawsheen St Water Main	6,000	1,620	
Water Tank	29,000	10,511	
Water System Improv ATM 5/05	45,000	12,150	
Water System Improv ATM 5/07	10,000	6,250	
Water Meters #1	56,000	13,608	
Water Meters #2	110,000	19,800	
Water Meters #3	-	-	
Water Meters #4	80,000	18,950	
Water Meters #5	90,000	22,050	
Water Storage	25,000	11,031	
Water System Improvement	70,000	15,400	
Elementary School	925	414	
Tewksbury High School	1,550,000	393,765	
Tewksbury High School Dsgn	45,000	8,068	
Landfill	10,000	2,700	
	-	-	
Totals Paid	<u>8,019,265</u>	<u>5,160,346</u>	
Total of Principal and Interest			13,179,612

# Revenue Report

<b>Taxes/Interest/Penalties:</b>		
Personal Property	4,031,174.92	
Real Estate	58,618,724.80	
Supplemental Taxes	50,733.82	
Deferred Taxes Redeemed	-	
Tax Liens Redeemed	737,556.57	
Foreclosure Vacated	-	
Tax Possession Sold	-	
Gain on Sale of Town Land	-	
Motor Vehicle Excise	3,819,981.56	
Boat Excise	5,925.42	
<b>Penalties/Interest/Legal:</b>		
Tax Titles	168,855.24	
Real/Pers/MVX	193,376.08	
Payments in Lieu of Taxes	23,582.32	
Assessor 38D	104.09	
Proforma Taxes	-	67,650,014.82
<b>Charges/Fees:</b>		
Ambulance Charges	830,305.36	
Municipal Lien Certificates	50,525.00	
Collector Demands	150,705.64	
RMV Releases	20,860.00	
Trailer Park Fees	22,176.00	
Constable Fees	290.00	
Sundry Rentals	-	
Tower Rentals	533,125.44	
Miscellaneous	126,167.80	
Premium on Bond Sales	24,152.00	1,758,307.24
<b>From the Commonwealth:</b>		
<b>Abatements:</b>		
Surviving Spouses/Veterans/Blind	180,656.00	
<b>Schools:</b>		
Chap. 70 Aid	12,317,499.00	
Transportation	-	
Charter Schools	208,012.00	
Police Incentive	-	
Veterans Benefits	140,668.00	
MEMA Reimbursement	28,257.77	
Lottery	2,183,935.00	
State Election Reimbursement	-	
State-Owned Land	144,597.00	
Medicaid Reimbursement	391,491.20	
Municipal Relief Act	170,215.00	15,765,330.97
<b>Other Revenue Sources:</b>		
Hotel Tax	734,151.21	
FEMA Federal Reimbursement	1,400.93	



Investment Earnings	46,909.19	
Meals Tax	252,800.43	
Medicare D Reimbursement	230,409.59	
DPW Damage Recovery	-	
Veterans Reimbursement	-	
Medicare Reimbursement	-	
NESWC Refunds	67,346.59	
Sale of Fixed Assets	-	
Misc Reimbursements	397.00	
Transfers from Special Funds	957,939.01	
Transfers from Trust Funds	853,094.48	
Transfers from Treasurer Revenue	60,005.28	3,204,453.71
<b>Departmental Fees:</b>		
Manager/Selectmen	217.39	
Cable Franchise	391,315.06	
Assessors	2,821.00	
Treasurer/Collector	15,704.03	
Clerk	39,500.38	
Conservation	-	
Planning	20,914.14	
Appeals	1,950.00	
Police	4,535.25	
Towing Fees	6,200.00	
Special Detail Adm.- Police	35,303.68	
Special Detail Adm - Fire	82.00	
Fire Inspections	7,378.00	
Building	44,798.00	
Wiring	53,359.50	
Plumbing	41,010.00	
Weights/Measures	10,317.50	
Trash Carts	37,621.50	
CRT Collections	-	
Hazardous Waste	-	
Health Miscellaneous	363.83	
Dog Fees	-	
		713,391.26
<b>Licenses/Permits:</b>		
Alcoholic Beverages	76,566.00	
Selectmen	9,705.00	
Police	8,612.50	
Fire	17,440.00	
Building	327,388.54	
Public Works	8,650.00	
Street & Sidewalk Openings	16,750.00	
Trench Safety	7,900.00	
Health	54,886.22	527,898.26

<b>Fines:</b>		
State/Local Courts	80,165.00	
False Alarms	2,000.00	
In Lieu of Fines	20,500.00	
Library	16,851.73	
Parking	19,116.00	
Marijuana	600.00	
Weights & Measures	-	
Zoning	-	139,232.73
<b>Total General Fund Revenue</b>		<b>89,758,628.99</b>

## Appropriation Recap

	APPROPRIATED	EXPENDED	BALANCE	
<b>MODERATOR</b>				
Salary	562.50	562.50	0.00	
Operating	0.00	0.00	0.00	
<b>SELECTMEN</b>				
Salaries	28,781.50	28,489.64	291.86	
Operating	173,707.00	173,463.74	243.26	
<b>MANAGER</b>				
Salaries	252,714.00	252,685.90	28.10	
Operating	4,498.00	4,060.36	437.64	
<b>FINANCE COMMITTEE</b>				
Salaries	2,515.00	2,157.00	358.00	
Operating	679.00	326.00	353.00	
Reserve Fund	1,086.00	0.00	1,086.00	
<b>ACCOUNTING</b>				
Salaries	179,547.00	175,074.61	4,472.39	
Operating	35,508.00	35,123.09	384.91	
Outlay	0.00	0.00	0.00	
<b>COMPUTER SERVICES</b>				
Salaries	154,431.00	154,272.36	158.64	
Operating	207,612.00	206,664.90	947.10	
Outlay	33,694.42	33,172.71	521.71	
<b>ASSESSORS</b>				
Salaries	235,818.00	232,860.66	2,957.34	
Operating	21,849.00	17,292.54	4,556.46	
Outlay	1,500.00	1,500.00	0.00	
<b>TREASURER/COLLECTOR</b>				
Salaries	294,069.00	291,724.89	2,344.11	
Operating	143,283.00	137,922.59	5,360.41	

<b>TOWN COUNSEL</b>	145,574.54	145,574.54	0.00	
<b>PERSONNEL REVIEW BOARD</b>	0.00	0.00	0.00	
<b>ADMIN. SERVICES</b>				
Salaries	40,582.00	40,581.73	0.27	
Operating	18,004.00	17,997.17	6.83	
<b>CLERK</b>				
Salaries	175,954.00	163,340.41	12,613.59	
Operating	14,786.14	14,319.30	466.84	
Outlay	0.00	0.00	0.00	
<b>ELECTIONS</b>				
Salaries	22,047.94	21,885.70	162.24	
Operating	8,234.86	8,226.97	7.89	
<b>REGISTRARS</b>				
Salaries	2,850.00	2,850.00	0.00	
Operating	124.00	99.92	24.08	
<b>PLANNING</b>				
Salaries	210,071.00	198,164.03	11,906.97	
Operating	20,522.38	19,608.24	914.14	
Outlay	0.00	0.00	0.00	
<b>CABLE TV</b>				
Salaries	2,855.00	2,853.03	1.97	
Operating	464.00	463.11	0.89	
<b>TOWN HALL</b>				
Salaries	32,332.90	32,332.90	0.00	
Operating	46,851.30	45,296.32	1,554.98	
<b>AUXILIARY BLDG. UTILITIES</b>	37,642.95	35,986.39	1,656.56	
<b>POLICE</b>				
Salaries	4,884,078.97	4,883,429.99	648.98	
Operating	574,461.76	574,408.48	53.28	
Outlay	122,851.58	122,851.58	0.00	
<b>FIRE</b>				
Salaries	3,854,200.60	3,852,908.17	1,292.43	
Operating	251,822.29	250,982.92	839.37	
Outlay	373,464.39	373,464.39	0.00	
<b>BUILDING</b>				
Salaries	210,600.00	207,364.83	3,235.17	
Operating	5,526.19	5,362.80	163.39	
Outlay	0.00	0.00	0.00	



<b>EMERGENCY MANAGEMENT</b>				
Salaries	4,837.00	4,827.00	10.00	
Operating	24,882.23	24,551.71	330.52	
Outlay	13,752.77	13,752.77	0.00	
<b>PARKING CLERK</b>				
Salaries	4,000.00	4,000.00	0.00	
Operating	1,200.00	362.05	837.95	
<b>SCHOOLS</b>				
Salaries	24,055,945.00	24,055,930.13	14.87	
Operating	23,084,158.55	23,111,144.54	(26,985.99)	*
Outlay	29,900.00	31,776.84	(1,876.84)	
<b>REGIONAL VOCATIONAL SCH.</b>				
	5,470,783.00	5,470,782.96	0.04	
<b>DPW ADMINISTRATION</b>				
Salaries	147,926.15	139,863.39	8,062.76	
Operating	76,201.01	68,986.31	7,214.70	
Outlay	0.00	0.00	0.00	
<b>DPW ENGINEERING</b>				
Salaries	63,249.86	54,674.26	8,575.60	
Operating	6,645.00	6,455.05	189.95	
<b>DPW HIGHWAY</b>				
Salaries	447,498.99	414,687.27	32,811.72	
Operating	107,701.32	98,598.21	9,103.11	
Outlay	79,517.68	79,517.68	0.00	
<b>DPW FORESTRY</b>				
Operating	47,603.65	47,117.76	485.89	
Outlay	27,312.35	27,312.35	0.00	
<b>DPW FLEET</b>				
Salaries	124,901.00	123,869.32	1,031.68	
Operating	118,711.85	117,124.31	1,587.54	
Outlay	19,506.00	19,289.28	216.72	
<b>DPW ELECTRIC</b>				
Operating	6,000.00	6,000.00	0.00	
Outlay	0.00	0.00	0.00	
<b>SNOW / ICE</b>				
Salaries	75,500.00	48,350.77	27,149.23	
Operating	219,000.00	245,815.40	(26,815.40)	
<b>STREET LIGHTING</b>				
	165,075.00	164,927.51	147.49	

<b>RUBBISH</b>					
	Rubbish Collection	1,325,369.00	1,325,176.56	192.44	
	Rubbish Disposal	704,400.00	704,400.00	0.00	
	Condo Trash Collection	0.00	0.00	0.00	
	Legal Services	6,614.50	2,856.00	3,758.50	
	Sutton Brk Remediation	225,000.00	225,000.00	0.00	
	Recycling Programs	1,900.00	1,648.50	251.50	
	Rubbish Stabilization	0.00	0.00	0.00	
<b>HEALTH</b>					
	Salaries	209,408.00	208,947.89	460.11	
	Operating	11,475.00	10,161.60	1,313.40	
<b>ELDERLY</b>					
	Salaries	125,826.37	125,724.33	102.04	
	Operating	69,549.63	69,389.07	160.56	
	Outlay	0.00	0.00	0.00	
<b>VETERANS SERVICES</b>					
	Salaries	49,411.00	49,376.02	34.98	
	Aid/Operating	219,262.84	219,222.20	40.64	
<b>EXCEPTIONAL CHILDREN</b>					
	Salaries	0.00	0.00	0.00	
	Operating	0.00	0.00	0.00	
<b>COMMUNITY EVENT</b>		1,349.87	1,349.87	0.00	
<b>LIBRARY</b>					
	Salaries	626,900.00	626,361.70	538.30	
	Operating	239,452.00	228,118.62	11,333.38	
<b>RECREATION</b>					
	Salaries	54,928.00	54,927.96	0.04	
	Operating	66,894.63	66,508.49	386.14	
	Outlay	9,870.37	9,870.37	0.00	
<b>DEBT/INTEREST</b>					
	Principal	2,333,420.00	2,330,919.53	2,500.47	
	Interest/Debt	2,156,335.00	2,151,874.85	4,460.15	
	Interest/Temp. Loans	1,000.00	0.00	1,000.00	
<b>EMPLOYEE BENEFITS</b>					
	Retirement	4,138,997.00	4,138,997.00	0.00	
	Teachers E.R.I.	0.00	0.00	0.00	
	Occup.Injury Reserve	80,795.00	80,795.00	0.00	
	Unemployment Comp.	30,483.00	30,483.00	0.00	
	Group Insurance	4,266,624.00	4,266,623.96	0.04	
	Medicare	179,426.00	166,433.58	12,992.42	
<b>FIRE /LIABILITY INSURANCE</b>		207,900.00	200,658.90	7,241.10	
*Note: Over budget due to short term borrowing on the new high school. The deficit to be raised on the fiscal year 13 recap.					

# Sewer Enterprise Fund Balance Sheet

<u>ASSETS</u>					
Cash					3,170,103.31
Sewer Connections					
	FY06		1,767.84		
	FY07		(606.30)		
	FY08		336,278.58		
	FY09		793,775.26		
	FY10		1,028,359.76		
	FY11		17,400.00		
	FY12		-		2,176,975.14
Sewer Rates					
	FY09		7.73		
	FY10		32.69		
	FY11		749.30		
	FY12		611,533.50		612,323.22
Sewer Liens					
	FY09		-		
	FY10		-		
	FY11		385.03		
	FY12		99,654.65		100,039.68
Sewer Connection Liens					
	FY09		-		
	FY10		644.99		
	FY11		1,382.19		
	FY12		33,548.57		35,575.75
<b>TOTAL ASSETS</b>					<b>6,095,017.10</b>
<u>LIABILITIES/RESERVES</u>					
Warrants Payable					-
Accrued Payroll					-
Bans Payable					-
Special Detail Payable					-
Deferred Revenues					
	Connection Liens		2,176,975.14		
	Rates		612,323.22		
	Liens		135,615.43		2,924,913.79
<b>TOTAL LIABILITIES</b>					<b>2,924,913.79</b>



<b>FUND BALANCES:</b>		
Encumbrance Reserve	277,669.76	
Reserved Expenditures	111,931.00	
Reserve for Future Debt	14,551.22	
Unreserved/Undesignated	2,765,951.33	
<b>TOTAL FUND BALANCES</b>		3,170,103.31
<b>Total Liabilities/Fund Balances</b>		<b>6,095,017.10</b>

## Sewer Enterprise Fund Revenue Report

<b>Sewer Enterprise Fund</b>		
Bond Premiums	14,652.71	
Interest	50,044.54	
Demand Fees	15,597.62	
Connection Fees	1,946,111.90	
Sewer Rates	4,645,328.62	
Sewer Liens	1,204,902.70	
Drainlayer Renewal Fees	6,000.00	
Application Fee	8,695.00	
Miscellaneous Revenue	-	
State Aid	9,756.00	
Investment Earnings	21.15	
Transfer From G/F	296,089.00	
<b>Total Sewer Enterprise Fund Revenue</b>		<b>8,197,199.24</b>

# Sewer Capital Recap

			<b>EXPENDED</b>	
	Road Resurfacing		104,272.96	
	Engineering Services		15,537.00	
	Legal Services		5,320.00	
	Paving Oversight		-	
	Bond Issue Cost		-	
	Easements		696.00	
	Easement Settlements		128,000.00	
	Transportation		-	
	Supervisor Details		-	
	Other Expenses		-	
	East St Water/Sewer		-	
	Special Detail		-	
	Construction		104,721.78	
	Generator		-	358,547.74
	<b>Sewer Pumps</b>			
	Overtime		7,112.79	
	Repairs and Maintenance		5,507.12	
	Engineering Services		346,528.55	
	Easements		1,970.16	
	Other Expenses		14,263.96	
	Construction		2,029,449.70	2,404,832.28
	<b>Total Capital Expenditures</b>			<b>2,763,380.02</b>

# Sewer Operating Recap

		APPROPRIATED	EXPENDED	BALANCE
	<b>SELECTMEN</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	<b>MANAGER</b>			
	Salaries	7,950.00	7,950.00	0.00
	Operating	0.00	0.00	0.00
	<b>RESERVE FUND</b>			
		50,000.00	0.00	50,000.00
	<b>ACCOUNTING</b>			
	Salaries	5,095.00	5,095.00	0.00
	Operating	116.00	116.00	0.00
	<b>COMPUTER SERVICES</b>			
	Salaries	2,388.00	2,388.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	<b>ASSESSORS</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	<b>TREASURER/COLLECTOR</b>			
	Salaries	16,926.00	16,926.00	0.00
	Operating	13,192.00	13,192.00	0.00
	<b>TOWN COUNSEL</b>	0.00	0.00	0.00
	<b>ADMIN. SERVICES</b>			
	Salaries	484.00	484.00	0.00
	Operating	180.00	180.00	0.00
	<b>CLERK</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	<b>PLANNING</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	<b>TOWN HALL</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00



	<b>AUXILIARY BLDG. UTILITIES</b>	0.00	0.00	0.00
	<b>BUILDING</b>			
	Salaries	5,570.00	5,570.00	0.00
	Operating	0.00	0.00	0.00
	<b>DPW</b>			
	Salaries	114,116.00	114,116.00	0.00
	Operating	69,649.00	69,449.00	200.00
	Outlay	6,502.00	6,502.00	0.00
	<b>DPW SEWER</b>			
	Salaries	263,890.00	251,401.06	12,488.94
	Operating	1,715,617.29	1,674,174.58	41,442.71
	Outlay	68,970.00	68,790.61	179.39
	<b>HEALTH</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	<b>DEBT/INTEREST</b>			
	Principal	1,754,848.15	1,754,848.15	0.00
	Interest/Debt	1,958,400.67	1,955,021.63	3,379.04
	Interest/Temp. Loans	3,582.18	3,582.18	0.00
	<b>TRANSFER OUT</b>		125,000.00	(125,000.00)
	<b>EMPLOYEE BENEFITS</b>			
	Retirement	76,857.00	76,857.00	0.00
	Group Insurance	72,198.00	72,198.00	0.00
	Medicare	2,457.00	2,457.00	0.00
		6,208,988.29	6,226,298.21	(17,309.92)

# Water Enterprise Fund Balance Sheet

		June 30, 2012	
		<b>ASSETS</b>	
Cash			1,985,672.61
Cross Connection			175.00
Refuse Access			-
Water Connections			
		-	-
Water Rates			
	FY07	-	
	FY08	-	
	FY09	176.90	
	FY10	823.53	
	FY11	1,249.46	
	FY12	1,034,930.53	1,037,180.42
Water Liens			
	FY07	-	
	FY08	-	
	FY09	-	
	FY10	507.65	
	FY11	1,060.25	
	FY12	122,195.81	123,763.71
Commercial Water Meters			3,675.80
<b>TOTAL ASSETS</b>			<b>3,150,467.54</b>
		<b>LIABILITIES/RESERVES</b>	
Warrants Payable			-
Accrued Payroll			2,106.97
Bans Payable			-
Due From State			-
Deferred Revenues			
	Connections	175.00	-
	Rates	1,037,180.42	
	Refuse Access	-	
	Liens	123,763.71	
	Meter Replacement	3,675.80	1,164,794.93
<b>TOTAL LIABILITIES</b>			<b>1,166,901.90</b>

FUND BALANCES:				
	Encumbrance Reserve	107,213.13		
	Reserved Expenditures	125,265.00		
	Unreserved/Undesignated	1,751,087.51		
<b>TOTAL FUND BALANCES</b>				1,983,565.64
<b>Total Liabilities/Fund Balances</b>				<b>3,150,467.54</b>

## Water Enterprise Fund Revenue Report

			<b>REVENUE</b>	
<b>Water Enterprise Fund</b>				
	Bond Premiums		11,124.60	
	Interest		63,557.99	
	Demand Fees		15,918.63	
	Misc Water Service		910.00	
	Connection Fees		44,400.00	
	Water Rates		5,999,362.27	
	Water Liens		801,482.84	
	Application Fee		6,050.00	
	Water Meters		32,784.46	
	MTBE Settlement		0.00	
	Misc Revenue		1,310.22	
	Investment Earnings		394.42	
	Transfer From G/F		101,970.88	
<b>Total Water Enterprise Fund Revenue</b>				<b>7,079,266.31</b>



# Water Operating Recap

		APPROPRIATED	EXPENDED	BALANCE
	<b>WATER ENTERPRISE</b>			
	Transfer Out		175,000.00	(175,000.00)
	<b>SELECTMEN</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	<b>MANAGER</b>			
	Salaries	7,950.00	7,950.00	0.00
	Operating	0.00	0.00	0.00
	<b>RESERVE FUND</b>			
		21,500.00	0.00	21,500.00
	<b>ACCOUNTING</b>			
	Salaries	5,095.00	5,095.00	0.00
	Operating	116.00	116.00	0.00
	<b>COMPUTER SERVICES</b>			
	Salaries	2,388.00	2,388.00	0.00
	Operating	0.00	0.00	0.00
	Outlay	0.00	0.00	0.00
	<b>ASSESSORS</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	<b>TREASURER/COLLECTOR</b>			
	Salaries	16,926.00	16,926.00	0.00
	Operating	13,192.00	13,192.00	0.00
	<b>TOWN COUNSEL</b>	0.00	0.00	0.00
	<b>ADMIN. SERVICES</b>			
	Salaries	484.00	484.00	0.00
	Operating	180.00	180.00	0.00
	<b>CLERK</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
	Outlay			0.00
	<b>PLANNING</b>			
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00

<b>TOWN HALL</b>				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
<b>AUXILIARY BLDG. UTILITIES</b>		0.00	0.00	0.00
<b>FIRE</b>				
	Salaries	0.00	0.00	0.00
<b>BUILDING</b>				
	Salaries	2,025.00	2,025.00	0.00
	Operating	0.00	0.00	0.00
<b>DPW</b>				
	Salaries	146,616.00	146,616.00	0.00
	Operating	67,649.00	67,649.00	0.00
	Outlay	6,502.00	6,502.00	0.00
<b>WATER DISTRIBUTION</b>				
	Salaries	520,721.94	520,719.91	2.03
	Operating	451,034.06	433,326.85	17,707.21
	Outlay	63,094.00	62,915.45	178.55
<b>WATER TREATMENT</b>				
	Salaries	729,642.00	710,779.53	18,862.47
	Operating	1,067,603.36	1,053,434.91	14,168.45
	Outlay	19,837.00	19,468.30	368.70
<b>HEALTH</b>				
	Salaries	0.00	0.00	0.00
	Operating	0.00	0.00	0.00
<b>DEBT/INTEREST</b>				
	Principal	1,753,137.00	1,753,137.00	0.00
	Interest/Debt	483,560.00	483,556.76	3.24
	Interest/Temp. Loans	0.00	0.00	0.00
<b>EMPLOYEE BENEFITS</b>				
	Retirement	258,523.00	258,523.00	0.00
	Group Insurance	206,378.00	206,378.00	0.00
	Medicare	13,117.00	13,117.00	0.00
		5,857,270.36	5,784,479.71	(102,209.35)

# Water Capital Expenditures

		EXPENDED	
<b>Colonial Water Tank</b>			
	Transfer Out	0.26	0.26
<b>Phase 8</b>			
	Engineering Services	0.00	
	Easements	0.00	
	Hydrants	0.00	
	Other Expenses	0.00	
	Construction	0.00	0.00
<b>Phase 9</b>			
	Road Resurfacing	0.00	
	Engineering Services	0.00	
	Easement Settlement	0.00	
	Hydrant Purchases	0.00	
	Construction	0.00	0.00
<b>Hydrant Replacement</b>			
	Engineering Services	0.00	
	Hydrant Replacements	0.00	
	Hydrant Purchases	0.00	
	Other Expenses	2,134.20	
	Construction	0.00	2,134.20
<b>Water Meters</b>			
	Overtime	27,624.45	
	Prof Services	59,743.57	
	Other Equipment	57,377.69	
	Other Expenses	2,970.48	
	Meters and Software	5,504.74	
	Microwave Network	0.00	
	Meter Purchases	0.00	
	Finished Water Line	0.00	153,220.93
<b>Phase 7</b>			
	Road Resurfacing	0.00	
	Engineering Services	0.00	
	Hydrant Purchase	0.00	
	Other Expenses	0.00	
	Construction	0.00	0.00
<b>Phase 10</b>			
	Engineering Services	0.00	
	Hydrants	0.00	
	Construction	0.00	0.00



<b>Water Interconnect</b>				
	Engineering Services		0.00	
	Other Expenses		10,366.26	
	Construction		0.00	10,366.26
<b>Phase 11</b>				
	Engineering Services		0.00	
	Other Expenses		0.00	
	Construction		0.00	
	Transfer Out		311.37	311.37
<b>Ames Hill Water Tank</b>				
	Equipment & Maintenance		0.00	
	Engineering Services		0.00	
	Other Expenses		3,713.67	
	WTP Instrument Upgrade		1,640.00	
	CCTV Monitors		9,294.73	
	Astle Tank Mixer		0.00	
	Construction		0.00	14,648.40
<b>Total Water Capital Expenditures</b>				<b>180,681.42</b>

# Board of Assessors

Christopher R Wilcock, MAA Chairman  
Barbara A. Flanagan  
Susan Moore, MAA

Phone: (978) 640-4330  
Fax: (978) 851-4849  
[assessor@tewksbury-ma.gov](mailto:assessor@tewksbury-ma.gov)

	<b>FY-2012</b>	<b>FY-2013</b>
Total Taxable Value of Real Property	\$3,625,889,200	\$3,646,069,250
Total Taxable Value of Personal Property	\$163,638,340	\$157,198,370
Total Taxable Value of Real and Personal Property	\$3,789,527,540	\$3,803,267,620
Total Value of Exempt Property	\$204,499,100	\$229,720,200

Tax Rates per \$1,000	Residential/Open Space	\$14.93	\$15.44
	Commercial/Industrial/Personal	\$25.05	\$25.60
	Motor Vehicle	\$25.00	\$25.00

Total amount to be raised	\$101,340,016.40	\$109,147,737.79
Total estimated receipts and other revenue sources	\$37,634,380.16	\$42,913,342.18
Total real and personal tax levy	\$63,705,636.24	\$66,234,395.61
Overlay	\$629,408.64	\$809,814.27

The Assessors' Department operates under the authority of the Department of Revenue. It has a full time Chief Assessor, an office staff and a board that includes the chief assessor and two appointed members that serve on a part-time basis. The Board of Assessors is responsible for administering Massachusetts property tax laws equitably by estimating the fair market value of all real and personal property in Tewksbury. The office is responsible for adhering to strict certification requirements of the Department of Revenue. To meet these requirements, the assessors are obligated to revalue all properties yearly and, once every three years, undergo a state recertification audit.

**Address:** Town Hall Annex - 11 Town Hall Avenue - Tewksbury, MA 01876

**Hours:** Monday - Friday 7:30 a.m. to 4:30 p.m.

# Treasurer's Cash

CASH ON HAND JUNE 30, 2011 .....	\$25,967,004.81
RECEIPTS TO JUNE 30, 2012 .....	\$183,472,125.49
	<b>\$209,439,130.30</b>

PAID ON WARRANTS TO JUNE 30, 2012.....	(\$169,233,048.70)
BALANCE JUNE 30, 2012.....	<b>\$40,206,081.60</b>

## DETAIL OF DEBT OUTSIDE OF THE DEBT LIMIT

WATER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$14,374,400.00
SEWER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$86,584,991.40
	<b>\$100,959,391.40</b>

STATEMENT OF TOWN DEBT		STATEMENT OF INTEREST	
FISCAL YEAR BASIS		FISCAL YEAR BASIS	
2013	8,044,145.81	2013	5,478,039.80
2014	7,983,452.31	2014	5,302,709.90
2015	7,768,387.92	2015	5,057,948.43
2016	7,798,779.25	2016	4,799,681.50
2017	7,834,570.83	2017	4,540,135.77
2018	7,997,281.00	2018	4,293,692.49
2019	8,389,581.00	2019	3,991,139.17
2020	8,561,102.00	2020	3,659,312.94
2021	9,138,701.00	2021	3,301,299.90
2022	9,241,453.00	2022	2,934,954.61
2023	9,079,361.00	2023	2,577,840.22
2024	9,307,429.00	2024	2,229,577.32
2025	9,200,660.00	2025	1,867,610.18
2026	8,849,056.00	2026	1,500,874.27
2027	8,967,623.00	2027	1,144,632.48
2028	6,625,000.00	2028	783,556.25
2029	4,835,000.00	2029	495,237.50
2030	3,490,000.00	2030	290,100.00
		2031	148,600.00
		2032	67,500.00
		2033	50,625.00
		2034	33,750.00
		2035	16,875.00
<b>TOTAL:</b>	<b>152,649,222.28</b>	<b>TOTAL:</b>	<b>60,328,378.62</b>



# Cash and Securities in Custody of Town Treasurer as of June 2012

AFFORDABLE HOUSING	\$2,307,467.12
ARTS LOTTERY	\$6048.32
COMMUNITY PRESERVATION ACT	\$4,046,781.88
CEMETERY PERPETUAL CARE FUND	\$23,502.33
CONSERVATION FUND	\$138226.37
EDUCATION FUND	\$2,713.86
FAIRGRIEVE FUND	\$199,110.06
FIRE PROTECTIVE GEAR FUND	\$11,176.27
FOSTER SCHOOL FUND	\$25,267.05
LIBRARY ENDOWMENT FUND	\$27,224.57
LIBRARY GIFT FUND	\$1,544.25
MAHONEY FUND	\$1,668.21
PEIRCE FUND	
PLANNING FUND	\$9,595.27
SCHOLARSHIP FUND	\$123.90
ST CLARE FUND	\$40,200.00
STABILIZATION FUND	\$1,338,628.58
TAXATION FUND	\$7,598.80
VICOR FUND	\$6,582.30
<b>TOTAL TRUST FUNDS</b>	<b>\$8,195,836.30</b>

## Property Tax Levies and Collections

### FISCAL YEAR 2012

<u>REAL ESTATE</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$62,505,867.20	\$53,169.38	-
O/S 07/01/11	\$ 1,110,866.89	(\$20,087.22)	-
Collections	(\$60,032,104.46)	(\$875,086.30)	(\$36,913.83)
Abatements	(\$260,646.14)	(\$38,700.68)	(\$24,396.33)
Refunds	\$74,163.47	\$116,575.55	\$82,352.23
Added To Tax Title	(\$400,525.49)	(\$361,782.91)	(\$21,995.92)
Deferred Taxes	(\$189,212.72)	-	-
Tax Possession	(\$516,318.96)	-	-
Misc Adjustments	(\$50,891.96)	\$ 4,071.85	\$20,565.18
<b>BALANCE 06/30/12</b>	<b>\$ 1,130,330.94</b>	<b>\$ 9,113.78</b>	<b>(\$ 475.89)</b>

### WATER & SEWER

<u>SEWER CONN LIENS</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>	<u>F/Y 2010</u>
Commitments	\$11,812,913.56	\$2,060,130.19	-
O/S 07/01/11	\$ 23,502.43	-	\$ 1,502,651.78
Collections	(\$ 9,985,558.41)	(\$ 687,377.56)	(\$ 356,345.98)
Abatements	-	-	(\$ 5,179.48)
Refunds	\$ 25,302.04	\$ 3,901.46	\$ 1,808.63
Liened to Real Estate	-	(\$1,363,903.62)	(\$ 113,541.26)
Deferred	(\$ 2,268.90)	-	-
Misc Adjustments	(\$ 223,645.89)	\$ 6,648.29	(\$ 107.71)
<b>BALANCE 06/30/12</b>	<b>\$ 1,650,244.83</b>	<b>\$ 19,398.76</b>	<b>\$1,029,285.98</b>

<b>PERSONAL PROPERTY</b>	<b>F/Y 2012</b>	<b>F/Y 2011</b>	<b>F/Y 2010</b>
Commitments	\$ 4,099,654.82	-	-
O/S 07/01/11	-	\$106,019.26	(\$12,722.55)
Collections	(\$ 4,045,001.42)	(\$31,231.81)	\$18,718.85
Abatements	(\$3,793.25)	(\$10,706.31)	(\$9,924.14)
Refunds	\$772.17	\$2,032.64	\$17,351.07
Misc Adjustments	(\$77.03)	\$13.49	\$ -
<b>BALANCE 06/30/12</b>	<b>\$ 51,555.29</b>	<b>\$66,127.27</b>	<b>\$ 13,423.23</b>

<b>MOTOR VEHICLE EXCISE</b>	<b>F/Y 2012</b>	<b>F/Y 2011</b>	<b>F/Y 2010</b>
Commitments	\$ 3,453,723.30	\$203,122.89	\$2,400.31
Add'l Commitments	-	\$163,530.40	-
O/S 07/01/11	-	\$326,817.05	\$47,256.10
Collections	(\$ 3,213,523.98)	(\$622,256.16)	(\$30,473.08)
Abatements	(\$63,014.39)	(\$47,069.05)	(\$3,971.57)
Refunds	\$14,115.03	\$ 35,971.54	\$5,703.57
Misc Adjustments	\$27.61	(\$1.07)	\$64.88
<b>BALANCE 06/30/12</b>	<b>\$191,327.57</b>	<b>\$ 60,115.60</b>	<b>\$ 20,980.21</b>

<b>BOAT EXCISE</b>	<b>F/Y 2012</b>	<b>F/Y 2011</b>	<b>F/Y 2010</b>
Commitments	-	\$5,018.00	\$5,570.00
Collections	-	(\$2,680.22)	(\$3,125.67)
Abatements	-	(\$178.00)	(\$725.50)
Refunds	-	-	\$25.00
Misc Adjustments	-	-	(\$1.83)
<b>BALANCE 06/30/12</b>	<b>\$ 0.00</b>	<b>\$ 2,159.78</b>	<b>\$1,742.00</b>

# Employee Earnings

## Town Employee Earnings

		BASE	OVERTIME	DETAIL	TOTAL
<b>MODERATOR</b>					
RAUSEO	KEITH	562.50			562.50
<b>BOARD OF SELECTMEN</b>					
GAY	DAVID	4,650.00			4,650.00
JOHNSON	TODD	5,250.00			5,250.00
SEARS	DOUGLAS	4,500.00			4,500.00
STRONACH	ANNE MARIE	4,500.00			4,500.00
WILSON	SCOTT	4,500.00			4,500.00
<b>TOWN MANAGER</b>					
CHAMBERS	HELEN	64,290.72			64,290.72
MARCHANT	ANNETTE	2,967.41			2,967.41
MONTUORI	RICHARD	158,433.00			158,433.00
TAMBOLI	JEANINE	44,575.69			44,575.69
<b>TOWN ACCOUNTANT</b>					
ALFANO	PAMELA	47,061.68			47,061.68
BREKALIS	KAREN	40,762.92			40,762.92
GILL	DONNA	3,195.51			3,195.51
KUCALA	KAREN	48,850.50			48,850.50
PERRY	RACHEAL	1,152.00			1,152.00
RAY	JAMIE	114.00			114.00
REZNIKOW	MICHAEL	72.00			72.00
WALSH	DONNA	42,857.78			42,857.78
<b>COMPUTER SERVICES</b>					
HANSON	LISA	53,968.53	186.66		54,155.19
HATTORI	STEPHEN	104,448.21			104,448.21
<b>ASSESSORS</b>					
FLANAGAN	BARBARA	1,200.00			1,200.00
FOLEY	JOANNE	34,342.29	76.00		34,418.29
KELLEY	JOHN	68,928.78			68,928.78
MOORE	SUSAN	1,200.00			1,200.00
ROBINSON	CHRISTINE	47,449.35			47,449.35
TRAUB	LINDA	55,496.64			55,496.64
WILCOCK	CHRISTOPHER	23,869.80			23,869.80
<b>TREASURER/COLLECTOR</b>					
BLAKENEY JR.	WILLIAM	65,010.41	1,250.21		66,260.62
EWING	LUCY	53,001.39	1,509.25		54,510.64
GATH	DEBRA	52,519.48			52,519.48
GILBERT	SUSAN	38,882.45	445.55		39,328.00
LANGLOIS	LORRAINE	38,944.73			38,944.73



METIVIER	JANICE	42,568.10		42,568.10
ODAMS	KELLY	59,620.77		59,620.77
SMITH	JANET	36,790.33		36,790.33
<b>ADMINISTRATIVE SERVICES</b>				
BELANGER	TERESA	38,397.59		38,397.59
RIVERA	MICHELE	2,918.95		2,918.95
<b>TOWN CLERK</b>				
CICERO	CHRISTINE	36,503.61	1,026.69	37,530.30
DOHERTY	JAMIE	20,558.38		20,558.38
GRAFFEO	DENISE	71,568.37		71,568.37
POWER	ELENA	3,662.81	46.23	3,709.04
SULLIVAN	MICHELE	52,319.39	1,254.74	53,574.13
WINTER	DEBORAH	9,619.49	41.13	9,660.62
<b>ELECTIONS</b>				
ANDERSON	CAROLYN	240.00		240.00
ARCAND	NOREEN	244.00		244.00
BARLETTA	DAVID	155.00		155.00
BEATTIE	ELEANOR	543.00		543.00
BEATTIE	MARY	176.00		176.00
BENNETT	ARATI	50.00		50.00
BRADLEY	RUTH	244.00		244.00
BRADY	JEAN	267.00		267.00
BROTHERS	KATHLEEN	384.00		384.00
BROTHERS	ARTHUR	128.00		128.00
BULLEN	SUSAN	228.00		228.00
CALLAHAN	ANNE	275.00		275.00
CANNISTRARO	SANDRA	144.00		144.00
CASAZZA	MARY	558.00		558.00
CASEY	ELINOR	240.00		240.00
CHANDLER	BARBARA	180.00		180.00
COLEMAN	JUDITH	537.00		537.00
COREY	ELEANOR	240.00		240.00
COVIELLO	ANNE	80.00		80.00
COVIELLO	JOHN	522.00		522.00
DIBELLA	MARY	240.00		240.00
DULOCK	MARIA	55.00		55.00
FIDLER	JOYCE	184.00		184.00
FRASER	EVELYN	128.00		128.00
FRONGILLO	KATHERINE	224.00		224.00
GEARTY	LOUISE	268.00		268.00
GOLEN	ALICE	252.00		252.00
GROOM	BARBARA	112.00		112.00
HAINES	DONNA	244.00		244.00
HANSFORD	JOAN	244.00		244.00
HANSON	SUSAN	68.00		68.00
HOOD	JUDITH	40.00		40.00

IPPOLITO	JEANNETTE	108.00	108.00
KEEFE	ELLEN	445.00	445.00
KOBELSKI	CAROL	232.00	232.00
LAFFEY	CHERYLE	335.00	335.00
LANE	MELISSA	60.00	60.00
LAROSA	PEARL	128.00	128.00
LINSCOTT	JANE	264.00	264.00
LYNCH	BERNICE	232.00	232.00
MAC INNIS	ROBERT	240.00	240.00
MAGRO	MARIE	188.00	188.00
MAHER	KATHERINE	464.00	464.00
MCGRATH	DOROTHY	370.00	370.00
MCKENNA	ROSE	240.00	240.00
MCKNAMARA	PATRICIA	324.00	324.00
MCNAUGHT	PAUL	236.00	236.00
MCNAUGHT	RUBY	236.00	236.00
MEGENS	ANSJE	8.00	8.00
MORRISSEY	DENISE	116.00	116.00
MURPHY	JANET	172.00	172.00
NASTASI	MURIEL	40.00	40.00
NICKERSON	DIANE	100.00	100.00
NILES	MILRED	128.00	128.00
NONNI	PAUL	525.00	525.00
O'BRIEN DEE	RITA	440.00	440.00
PERROTA	TERESA	564.00	564.00
PILCHER	MARY	519.00	519.00
POLLARD	GAIL	390.00	390.00
POWER	DANIEL	112.00	112.00
QUAGLIA	P. JERRY	140.00	140.00
RAVAGNI	ADELE	298.00	298.00
ROBBIO	HELEN	84.00	84.00
ROBBIO	STEPHEN	152.00	152.00
RYAN	LORETTA	85.00	85.00
SANBORN	ELDA	306.00	306.00
SARTORI	ANITA	160.00	160.00
SHEEHAN	LINDA	48.00	48.00
SIANO	LAURIE	294.00	294.00
STANTON	HELEN	96.00	96.00
TEMPIA	JACQUELINE	211.00	211.00
YARBROUGH	JUDITH	392.00	392.00
<b>REGISTRARS</b>			
CREAMER	EDWARD	500.00	500.00
TEAGUE	FRANCES	500.00	500.00
TEAGUE	RUTH	500.00	500.00

**CONSERVATION COMMISSION**

BOSSI	ADAM	155.83		155.83
GRENIER	MICHELE	26,594.60		26,594.60

**COMMUNITY DEVELOPMENT**

BOSSI	ADAM	5,420.33		5,420.33
BOYD	KYLE	4,336.41		4,336.41
BREAKLIS	KRISTIN	336.00		336.00
DIPRIMIO	LINDA	55,486.60		55,486.60
FOWLER	ROBERT	843.75	9,103.30	9,947.05
JOHNSON	MELISSA	8,854.93		8,854.93
PLUNKETT	DAVID	765.00		765.00
REED	NANCY	1,001.25		1,001.25
SADWICK	STEVEN	102,941.25		102,941.25
SARGENT	CHARLOTTE	132.00		132.00
SHEEHAN	MEGHAN	1,440.00		1,440.00
SPADA	VINCENT	765.00		765.00
STEIN	MICHELE	63,770.37		63,770.37

**CABLE T.V.**

AYLES	MARK	664.00		664.00
KERR	PAUL	941.92		941.92
MCCARTHY	BRIAN		480.00	480.00

**TOWN HALL**

RAY	SANDRA	35,675.33	256.92	35,932.25
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**POLICE DEPARTMENT**

BJORKGREN	ROBERT	67,726.82	11,692.14	21,437.89	100,856.85
BYRNE	CHRISTOPHER	25,564.48	275.87		25,840.35
CAMACHO	CLAUDIO	4,265.74		160.00	4,425.74
CAPUANO	KAREN	52,823.49	2,724.64	1,123.58	56,671.71
CARAPELLUCCI	MATTHEW	43,830.83	8,071.50	1,532.72	53,435.05
CASEY	THOMAS	75,173.48	9,950.73	11,408.00	96,532.21
CASEY	JOHN	54,833.55	12,302.66	15,126.52	82,262.73
CHANTHABOUN	SONIA			108.48	108.48
COLUMBUS	RYAN	92,297.28	8,742.08		101,039.36
CONNOR	PATRICK	51,109.76	7,008.40	20,658.32	78,776.48
COOKE	THOMAS	62,330.02	5,771.58	7,236.60	75,338.20
COOPER	THERESE	132.26			132.26
COTE	CHRISTOPHER	15,499.58	2,267.50	640.00	18,407.08
COVIELLO	CHRISTOPHER	89,723.79	13,441.14	16,493.20	119,658.13
CROWE	JOHN	48,776.59			48,776.59
DELUCIA JR	JOSEPH		75.06	5,660.00	5,735.06
DICALOGERO	CYNTHIA			4,400.00	4,400.00
DONOGHUE	JOHN			18,392.52	18,392.52
DONOVAN	ALFRED	2,793.38			2,793.38
DONOVAN	MICHAEL	66,613.62	8,019.88	5,565.20	80,198.70
DUFFY	DAVID	25,564.48	308.33		25,872.81
EVANS	DEBORA			5,440.00	5,440.00
FARNUM	BRIAN	65,516.20	17,255.23	9,603.36	92,374.79



FARRELL	JOHN			10,903.58	10,903.58
FIELD	ROBERT	79,205.72	10,712.41	19,001.14	108,919.27
FOWLER	JOHN	56,997.42	6,831.37		63,828.79
GAGE	JASON	2,881.66			2,881.66
GAYNOR	SCOTT	95,044.60	14,209.04	6,880.00	116,133.64
GONZALEZ	ANDRE	64,815.81	13,080.93		77,896.74
GRIFFIN	KIMBERLY	47,034.25	6,788.89		53,823.14
GRIFFIN	JAMES	2,251.71			2,251.71
HANLEY	ERIC	58,001.60	3,973.00	8,630.96	70,605.56
HARRINGTON	PATRICK	75,005.18	3,836.50	12,863.23	91,704.91
HAZEL	GEORGE			3,040.00	3,040.00
HIDISH	VICTOR			1,140.00	1,140.00
HILDEBRAND	MARK			2,240.00	2,240.00
HOLLIS	JAMES	68,839.07	16,949.11	12,974.24	98,762.42
HOLMES	MICHAEL	2,251.71			2,251.71
JACKMAN	EDWARD	43,265.06	3,381.09	4,549.42	51,195.57
JAREK	JOHN			11,361.04	11,361.04
JAREK	MATHEW			1,120.00	1,120.00
JOHNSON	STEPHEN	765.00			765.00
JOP III	WALTER	80,428.51	13,301.28	19,353.92	113,083.71
JOYCE	ROBERT	9,478.71	7,332.25		16,810.96
KANDROTAS	STEPHEN			5,565.04	5,565.04
KELLEY	JOSEPH	73,603.88	10,786.96	15,592.88	99,983.72
KELLY	TIMOTHY	78,850.41	7,102.71	16,758.50	102,711.62
KENNEDY	ALICE	55,783.59	576.77		56,360.36
KERBER	DANIEL	66,528.71	13,619.42	30,554.08	110,702.21
KIMBLE	KATHLEEN	1,981.14			1,981.14
LEFBVRE	CHRISTOPHER	50,955.33	8,310.31	18,687.12	77,952.76
LEVY	DAVID			2,572.52	2,572.52
LUMSDEN	RICHARD			2,340.00	2,340.00
MACKEY BEAULIEU	LAUREN	45,660.24	2,628.23		48,288.47
MANLEY	MARY	13,429.52			13,429.52
MARTIN	EDWARD			6,800.00	6,800.00
MCCLAFFERTY	SHARON			5,600.00	5,600.00
MCKENNA	JAMES	108,290.65	9,020.52	640.00	117,951.17
MCLAUGHLIN	MICHAEL	25,564.48	113.60		25,678.08
MCLEOD	KATHRYN	66,639.64			66,639.64
MCMAHON	MARKUS	63,480.91	9,102.53	21,044.08	93,627.52
MCNAMARA	JASON	44,990.29	9,527.84	360.00	54,878.13
MIANO	DAVID	57,403.68	6,714.82	5,322.56	69,441.06
MONTAS	ARIEL	39,347.06	5,268.33		44,615.39
MORRIS	PAUL	43,246.35	3,468.76	2,374.68	49,089.79
MOSHER	BEVERLY			13,276.00	13,276.00
MULVEY	JESSICA	67,338.01	2,094.32		69,432.33
NEWCOMB	MICHAEL	50,974.30	9,466.62	17,833.38	78,274.30
NEWTON	EILEEN	44,304.48	56.80		44,361.28

NEWTON	JOSEPH	38,577.90	5,627.98	160.00	44,365.88
NICOSIA	PAUL	51,784.85	8,083.90	11,541.92	71,410.67
O'HARE	JAMES			320.00	320.00
OKEEFE	KIMBERLY	58,769.91	1,496.94	320.00	60,586.85
O'NEILL	BRIAN	68,733.02	24,477.39	21,457.20	114,667.61
PELRINE	STEPHEN			14,288.52	14,288.52
PERRY	MARK	77,242.93	6,219.62	10,081.16	93,543.71
PETERSON JR	DENNIS	67,726.85	16,479.14	19,756.47	103,962.46
PICCOLO	ARTHUR	56,514.40	2,415.68	3,226.00	62,156.08
PICCOLO JR	ALBERT	60,088.36	12,583.09	9,928.16	82,599.61
POISSON	KAREN	47,221.23	14,669.78		61,891.01
POWERS	JOHN			19,395.16	19,395.16
PRATT JR	DOUGLAS	53,420.83	10,388.42	4,398.96	68,208.21
REESE	KEREN	71,568.19	195.24		71,763.43
REESE	KEVIN	72,102.58	9,632.10	12,120.64	93,855.32
REGAN	PETER	57,221.50	4,759.78		61,981.28
RICHARDSON	ANDREW	44,261.70	2,535.10	3,179.04	49,975.84
RINGWOOD	PAUL			2,100.00	2,100.00
RUSSO	ALYSIA	64,692.97	3,628.90	960.00	69,281.87
RYSER	JAMES	65,247.02	1,690.08	320.00	67,257.10
SCHWALB JR	WILLIAM			24,983.30	24,983.30
SCOTT	CHRISTOPHER	60,088.36	10,066.46	19,517.92	89,672.74
SHEEHAN	MICHAEL	58,596.44			58,596.44
SHEEHAN	TIMOTHY	139,665.75			139,665.75
SMALL	MATTHEW	53,612.27	2,203.59		55,815.86
STEPHENS	ROBERT	88,496.13	7,780.84	13,692.00	109,968.97
STOTIK	PATRICIA	51,438.90	6,030.97		57,469.87
SULLIVAN	EDWARD	57,338.13	2,079.20		59,417.33
TARPEY	WILLIAM	3,928.53	-		3,928.53
TORRES	STEVEN	81,356.15	6,644.92	5,145.60	93,146.67
TRELEGAN	COLIN	953.05			953.05
VOLIANITES	JAMIE	1,170.67			1,170.67
VOTO	JOHN	106,735.57		160.00	106,895.57
VOZZELLA	ERICA	780.45			780.45
WARREN	BRIAN	82,781.00	5,510.97	6,300.00	94,591.97
WELCH	JENNIE	65,769.56	3,153.63	640.00	69,563.19
WHITEHOUSE	JACK			4,220.00	4,220.00
WILKINSON JR	WILLIAM			1,660.00	1,660.00
WILLIAMS JR.	JAMES	94,517.99	10,725.75	3,736.00	108,979.74
WOOD	MARKUS			7,920.00	7,920.00
WORTH	GARIN	47,319.16	2,021.66		49,340.82
YOST	GEORGE	625.00			625.00
ZARBA	BRAD			680.00	680.00

**FIRE DEPARTMENT**

AUSTIN	SCOTT	61,652.88	11,487.44	240.00	73,380.32
BROTHERS	PATRICK	58,047.07	5,873.25		63,920.32
BROTHERS	WILLIAM	68,098.19	3,466.42		71,564.61
BRUCE	JAMES	75,205.41	11,472.59		86,678.00
CALISTRO	ROBERT	74,843.16	2,571.48	260.00	77,674.64
CALLAHAN	MICHAEL	80,531.05	11,249.33	704.00	92,484.38
CARNEY	DAVID	72,269.55	8,868.07		81,137.62
DOGHERTY	JOSEPH	65,239.51	6,141.95		71,381.46
DOHERTY	PATRICK	61,467.21	8,203.10	1,605.76	71,276.07
ELLIOTT	TODD	61,933.82	12,631.71	160.00	74,725.53
FITZPATRICK	JAMES	27,417.65	1,371.73		28,789.38
FORERO	OSCAR	64,113.82	9,438.60	160.00	73,712.42
FORTUNATO	JOSEPH	62,723.61	6,717.35	640.00	70,080.96
GIASULLO	MICHAEL	28,998.32	4,367.00		33,365.32
GIASULLO	JEFFREY	66,849.89	10,409.77	320.00	77,579.66
GIASULLO JR	JAMES	65,464.49	6,098.19		71,562.68
GILLIS	JOSEPH	56,498.74	100.00		56,598.74
GOSSE	WILLIAM	56,997.42	6,222.61	160.00	63,380.03
GREER JR	DONALD	75,734.64	18,725.34	1,909.02	96,369.00
GUTTADAURO	PAUL	70,950.51	7,032.69		77,983.20
HAMM	RICHARD	64,064.61	9,840.00		73,904.61
HAZEL	MICHAEL	127,584.13			127,584.13
HOLDEN	TIMOTHY	62,076.31	9,334.60		71,410.91
HURLEY	BRIAN	68,050.54	8,867.83		76,918.37
KARLBERG	DAVID	65,423.15	9,695.15		75,118.30
KEARNS	JOSEPH	64,455.57	11,243.99		75,699.56
KEDDIE	SCOTT	77,720.56	20,938.83	1,020.00	99,679.39
KEDDIE	ROBERT	26,814.07	2,493.07		29,307.14
KERR	GARY	76,146.40	12,129.54	320.00	88,595.94
LAWRIE	DALE	55,833.17	302.80		56,135.97
LEVY JR.	DAVID	56,687.68	8,115.47		64,803.15
LITTLE	ROBERT	61,746.58	8,280.29		70,026.87
MACKEY	RICHARD	20,038.83			20,038.83
MACKEY	BRIAN	55,395.40	3,356.39	340.00	59,091.79
MCGLAUFLIN	RUSSELL	71,340.77	10,496.67		81,837.44
MERRILL	MICHAEL	59,570.15	6,390.57		65,960.72
MERRILL MORGADO	CHRISTINA	56,473.53	10,950.16		67,423.69
MURPHY IV	THOMAS	57,505.01	8,940.97	160.00	66,605.98
NIVEN	TIMOTHY	76,587.59	12,649.48		89,237.07
PERRY	SUSAN	50,941.24			50,941.24
POWERS	STEPHEN	68,992.79	10,680.16	1,380.00	81,052.95
ROSEMOND	ALAN	63,113.45	5,702.31		68,815.76
RYAN	JAMES	28,237.41			28,237.41
SANDBERG	KENNETH	62,551.60	9,317.81	320.00	72,189.41
SAWICKI	DANIEL	56,473.54	7,816.42		64,289.96
SITAR	DANIEL	64,055.05	8,180.82	2,420.00	74,655.87



SITAR JR	MICHAEL	96,851.92	15,848.17		112,700.09
SMALL	DANIEL	62,349.58	4,574.55		66,924.13
SPENCER	STEVEN	58,002.17	7,212.02	320.00	65,534.19
VASAS	ALBERT	99,062.43	10,222.02		109,284.45
VISCIONE	JON	81,998.39	13,936.91		95,935.30
VONKAHLE	VANCE	42,180.83			42,180.83
YOST	DANIEL	56,473.53	6,013.33		62,486.86
<b>BUILDING DEPARTMENT</b>					
CATHCART	DAWN	54,867.57			54,867.57
JOHNSON	EDWARD	72,146.96			72,146.96
O'KEEFE	NANCY	51,160.98			51,160.98
RICCIARDI	CHRISTOPHER	1,268.00			1,268.00
SULLIVAN	HAROLD	19,701.76			19,701.76
WILD	PAUL	19,701.76			19,701.76
<b>SCHOOL BUILDING COMMITTEE</b>					
MCLAUGHLIN	MARIA	481.84			481.84
<b>DEPARTMENT OF PUBLIC WORKS</b>					
BAROZZI	PETER	21,019.55			21,019.55
BELIDA	ROBERT	70,580.11	17,457.54		88,037.65
BROTHERS	MICHAEL	61,734.12	2,070.12		63,804.24
CALLISON	PATRICK	18,726.64	2,382.32		21,108.96
CAREY	PATRICK	51,820.91	7,139.48		58,960.39
CHANDLER	KENNETH	58,017.70	12,738.25		70,755.95
CHANDLER JR	WILLIAM	75,490.00	8,812.21		84,302.21
CHENG	DEBBIE	5,040.00			5,040.00
CONLON	KEVIN	67,103.13	14,996.99		82,100.12
CRUZ	ROBERT	1,764.00			1,764.00
DEROCHE	GEORGE	76,723.55	22,511.94		99,235.49
DESHLER	TERESA	22,622.03	338.02		22,960.05
DONOVAN	MICHAEL	64,025.49	12,372.34		76,397.83
GATH	BRIAN	32,015.93	3,724.16		35,740.09
GIANNETTI	FRANK	65,010.40			65,010.40
GILBERT	LAWRENCE	65,009.96	250.00		65,259.96
GILBERT	BRIAN	102,142.11			102,142.11
HIRTLE	MATHEW	61,732.33	3,605.98		65,338.31
JAQUEZ	CARLOS	40,857.33	85.86		40,943.19
KEARNS	STEPHANIE	8,346.00			8,346.00
LADDERBUSH	MARLENE	64,511.75	6,583.03		71,094.78
LAYNE	KENNETH	59,558.13	3,415.65		62,973.78
MALONE	JASON	18,433.73	3,451.43	292.91	22,178.07
MARION	BERNARD	60,572.24	1,782.80		62,355.04
MARION II	LOUIS	57,519.69	4,480.42		62,000.11
MCCARTHY	WILLIAM	57,118.65	11,502.95		68,621.60
MINER JR	ROBERT	63,397.33	14,675.03		78,072.36
MUDARRIE	NICHOLAS	13,278.54	966.59		14,245.13
NAZARIAN	NINA	56,249.63			56,249.63

PATTERSON	SUSAN	50,807.15		50,807.15
PETERS	MICHAEL	65,522.52	11,302.43	76,824.95
PRATT	JOHN	61,186.71	15,417.28	76,603.99
SALERNO	JOHN	65,628.22	13,496.58	79,124.80
SPINALE	RICHARD	40,242.81		40,242.81
STODDARD	RICHARD	67,553.12	20,873.22	88,426.34
STRONACH	TIMOTHY	65,010.40	16,830.82	81,841.22
VIEWEG JR	EDWARD	68,132.83	10,817.00	78,949.83
WARD	JACK	65,160.40	30,557.68	95,718.08
WESTAWAY	RICHARD	72,697.99	5,982.28	78,680.27
ZEDIANA	LEWIS	90,503.41		90,503.41
<b>BOARD OF HEALTH</b>				
CLEMENT	LOU-ANN	83,218.16		83,218.16
DESMOND	VIRGINIA	27,462.02		27,462.02
FERNALD	BRIAN	8,484.56		8,484.56
FERNALD	MARY	315.00		315.00
FRENCH	PHILLIP	405.00		405.00
HAZEL	MARY-KATHRYN	360.00		360.00
JOY	DIANE	8,202.72		8,202.72
KINNON	CHRISTINE	315.00		315.00
ROUX	CHARLES	315.00		315.00
SHEEHAN	EDWARD	315.00		315.00
SHEEHAN	MEGHAN	360.00		360.00
THOMAS	PAMELA	3,687.00		3,687.00
TREARCHIS	DEAN	65,204.94		65,204.94
<b>COUNCIL ON AGING</b>				
BRABANT	LINDA	82,980.46		82,980.46
NOEL	ROBERT	39,166.91	1,326.93	40,493.84
<b>VETERANS AGENT</b>				
WILLIAMS	JAMES	49,186.84		49,186.84
<b>LIBRARY</b>				
BOC	NOELLE	55,266.27	532.58	55,798.85
BRILEY	JEANNINE	28,468.91	198.21	28,667.12
BURKE	JENNIFER	38,591.82	682.78	39,274.60
CONNOLLY	JILL	29,339.23	548.41	29,887.64
DESHLER JR	MICHAEL	47,653.39	2,324.70	49,978.09
GIARRUSSO	DIANE	67,542.33		67,542.33
HAYES	ROBERT	43,307.94	778.59	44,086.53
HOLLAND	GAIL	39,089.45	1,142.64	40,232.09
MARTIN	AMY	36,812.31	676.89	37,489.20
MOONEY	HELEN	38,591.80	222.65	38,814.45
SALVATO	JOYCE	44,521.87		44,521.87
SANGER	LISBET	50,112.16	466.12	50,578.28
TOOMBS	MARY	55,984.80		55,984.80
TOPPIN	JOANNE	40,886.49	487.69	41,374.18

**RECREATION**

COPPI	MATTHEW	40,770.30	4,380.30		45,150.60
NOLAN	ROBERT	331.66			331.66
SULLIVAN	TIMOTHY	29,055.37	114.87	247.50	29,417.74
		13,058,582.55	1,193,838.37	669,135.30	14,921,556.22



# School Employee Earnings

Name	BASE	OTHER*	Total
ABATE-UPSON, CYNTHIA	\$71,871.96	\$0.00	\$71,871.96
ABBOTT, MARY	\$21,979.96	\$12,131.00	\$34,110.96
ABRAHAMSON, TAMIE M.	\$27.75	\$0.00	\$27.75
ACCONCIA, HALEY M.	\$672.00	\$0.00	\$672.00
ACHILLA, ANN M.	\$9,821.26	\$0.00	\$9,821.26
ADAMS, MARY LOUISE B.	\$62,183.54	\$76.08	\$62,259.62
ADAMS, ROBIN J.	\$16,743.59	\$13.18	\$16,756.77
ADELMAN, SHARON B.	\$2,586.91	\$0.00	\$2,586.91
AGOSTINELLI, KAREN	\$12,748.31	\$210.00	\$12,958.31
AIELLO, MARY BETH J.	\$60,539.22	\$0.00	\$60,539.22
ALESSANDRO, KELLIE M.	\$22,125.59	\$30.79	\$22,156.38
ALLARD, JUDITH M.	\$70,284.66	\$610.96	\$70,895.62
ALUKONIS, LINDA	\$16,036.14	\$990.61	\$17,026.75
AMATO, NICHOLAS C.	\$47,104.95	\$6,560.00	\$53,664.95
AMPE, SUSAN J.	\$16,600.23	\$273.15	\$16,873.38
ANDERSON, KATHLEEN	\$64,629.01	\$150.00	\$64,779.01
ANDERSON, KATHLEEN S.	\$120.00	\$0.00	\$120.00
ANDERSON, WAYNE R.	\$288.05	\$0.00	\$288.05
ANGELO, LAURIE	\$21,979.96	\$2,089.25	\$24,069.21
AREY, DEBORAH A.	\$4,900.50	\$0.00	\$4,900.50
ARNOLD, JENNIFER R.	\$69,886.70	\$1,242.00	\$71,128.70
ARSENAULT, KRISSY	\$1,825.81	\$0.00	\$1,825.81
AYLWARD, BRIAN	\$76,479.50	\$14,907.53	\$91,387.03
BAILEY, LISA J.	\$68,183.92	\$206.11	\$68,390.03
BAKER OBRIEN, KAREN M.	\$76,964.36	\$3,280.57	\$80,244.93
BAKER, KATHRYN M.	\$61,622.71	\$0.00	\$61,622.71
BALDWIN, ERIC D.	\$170.00	\$0.00	\$170.00
BANCROFT, KAREN J.	\$68,754.50	\$1,363.95	\$70,118.45
BARBATI, JENNIFER S.	\$15,960.12	\$30.79	\$15,990.91
BARNES, MARYANN M.	\$3,536.24	\$0.00	\$3,536.24
BARNETT, SUSAN K.	\$75,847.59	\$10,581.97	\$86,429.56
BARRY, PAULINE A.	\$670.00	\$0.00	\$670.00
BASILIERE, MARCO P.	\$67,387.22	\$299.28	\$67,686.50
BASTERI, CYNTHIA A.	\$27,038.94	\$0.00	\$27,038.94
BASTERI, LAWRENCE J.	\$10,215.39	\$0.00	\$10,215.39
BEDARD, MAUREEN	\$14,658.83	\$13.18	\$14,672.01
BELLISTRI, ANDREW F.	\$64,321.47	\$7,462.43	\$71,783.90
BENNETT, DEBORAH E.	\$16,308.45	\$2,427.54	\$18,735.99
BENNETT, ELAINE M.	\$19,151.42	\$4,233.49	\$23,384.91
BENNING, KRISTINE	\$20,436.81	\$4,609.08	\$25,045.89
BENVENUTO, KATHLEEN M.	\$11,032.21	\$0.00	\$11,032.21
BENVENUTO, KAYLA M.	\$264.80	\$0.00	\$264.80
BERGLUND, KAREN	\$2,462.84	\$0.00	\$2,462.84

BERNSTEIN, DAVID C.	\$50,038.96	\$2,050.77	\$52,089.73
BETTENCOURT, SANDRA C.	\$79,832.19	\$331.52	\$80,163.71
BEVILAQUA, LISA	\$6,109.18	\$10.77	\$6,119.95
BEY-ALLEN, GEORGIA L.	\$2,749.62	\$0.00	\$2,749.62
BILODEAU, CATHLEEN	\$77,719.94	\$1,286.68	\$79,006.62
BILODEAU, JOSHUA B.	\$5,043.18	\$0.00	\$5,043.18
BLACKWELL, SUZANNE M.	\$3,507.13	\$10.00	\$3,517.13
BLISS, GAIL	\$70,882.38	\$350.95	\$71,233.33
BONGIORNO, DANIELLE M.	\$180.00	\$0.00	\$180.00
BONGIORNO, LINDA A.	\$1,292.82	\$0.00	\$1,292.82
BONUGLI, NANCY E.	\$415.38	\$0.00	\$415.38
BOSWORTH, ALEXIS J.	\$65,600.87	\$4,892.34	\$70,493.21
BOUCHER, AMANDA L.	\$43,312.50	\$437.15	\$43,749.65
BOUDREAU, MARILYN C.	\$1,334.55	\$0.00	\$1,334.55
BOUDREAU, SARAH A.	\$45,837.24	\$3,521.22	\$49,358.46
BOUDREAU-HILL, DONNA M.	\$84,326.03	\$2,627.73	\$86,953.76
BOURGEOIS, MARIE R.	\$3,230.35	\$17,235.61	\$20,465.96
BOURNE, NICHOLAS J.	\$180.00	\$0.00	\$180.00
BOWDEN, DONNA M.	\$70,284.66	\$45.29	\$70,329.95
BOYLE, NANCY M.	\$62,172.49	\$11,042.24	\$73,214.73
BRACE, JOANN	\$6,794.80	\$2,495.42	\$9,290.22
BRADLEY, HEATHER L.	\$56,950.27	\$883.05	\$57,833.32
BRADLEY, LOREEN R.	\$76,541.57	\$500.00	\$77,041.57
BRADLEY, MARK A.	\$10,061.00	\$0.00	\$10,061.00
BRADLEY, SHANNON	\$929.12	\$0.00	\$929.12
BRADLEY, THOMAS M.	\$8,023.00	\$0.00	\$8,023.00
BREKALIS, KRISTIN L.	\$2,222.00	\$0.00	\$2,222.00
BRENNAN, ANNE R.	\$21,979.96	\$1,060.00	\$23,039.96
BREWIN, DEBORAH A.	\$69,449.04	\$91.18	\$69,540.22
BRIDGFORD, GAYLE A.	\$69,438.31	\$779.81	\$70,218.12
BRIGGS, ROBERT C.	\$3,346.00	\$0.00	\$3,346.00
BRIGIDA, ROBERT M.	\$61,529.72	\$2,093.58	\$63,623.30
BROWNE, JULIE A.	\$43,754.09	\$0.00	\$43,754.09
BRUCE, JAMES M.	\$12,694.16	\$0.00	\$12,694.16
BRUFF, KIMBERLY M.	\$53,931.58	\$0.00	\$53,931.58
BUCKLEY, LINDA J.	\$1,238.00	\$0.00	\$1,238.00
BUCKLEY, WILLIAM Q.	\$4,501.00	\$0.00	\$4,501.00
BUEHLER, DEBORAH J.	\$65,942.53	\$245.43	\$66,187.96
BURISHKIN, KELLY E.	\$23,013.42	\$291.26	\$23,304.68
BURKE, DARLENE	\$6,660.03	\$0.00	\$6,660.03
BURKE, JOANNE	\$281.96	\$0.00	\$281.96
BURKE, JOSEPH E.	\$39,085.96	\$1,133.76	\$40,219.72
BUSH, TAMMY A.	\$28,569.33	\$30.19	\$28,599.52
BYRNES, ANTOINETTE	\$2,160.00	\$0.00	\$2,160.00
BYRNES, JOHN	\$68,456.37	\$12,699.28	\$81,155.65
CAFARELLI, CHRISTINE M.	\$1,274.88	\$0.00	\$1,274.88
CALLAHAN, CHLOE A.	\$68,855.65	\$917.47	\$69,773.12

CALLANAN, EILEEN F.	\$14,349.51	\$12,213.18	\$26,562.69
CALLANAN, MICHAEL D.	\$32,130.25	\$360.90	\$32,491.15
CAMERON, ALLISON E.	\$65,942.53	\$224.01	\$66,166.54
CAMIRE, RICHARD	\$69,886.70	\$2,281.30	\$72,168.00
CAMPBELL, COURTNEY E.	\$57,330.79	\$660.00	\$57,990.79
CAPPIELLO, NANCY A.	\$3,040.20	\$0.00	\$3,040.20
CAREY, KEVIN R.	\$46,202.39	\$994.42	\$47,196.81
CAREY, MICHAEL P.	\$42,958.33	\$8,145.98	\$51,104.31
CARLETON, KATHRYN H.	\$66,437.27	\$437.66	\$66,874.93
CARLINO, LOREN M.	\$72,746.04	\$0.00	\$72,746.04
CARLINO, NICOLE M.	\$4,793.20	\$0.00	\$4,793.20
CARON, ERIN M.	\$65,972.10	\$2,275.72	\$68,247.82
CARPENITO, THOMAS A.	\$68,456.37	\$2,230.84	\$70,687.21
CARR, JEAN M.	\$1,560.00	\$0.00	\$1,560.00
CARRILLO, MARY J.	\$4,930.07	\$0.00	\$4,930.07
CARTER, DANIEL A.	\$45,244.98	\$7,630.84	\$52,875.82
CARTER, LINDA	\$15,016.64	\$121.18	\$15,137.82
CARVER, NORMAN R.	\$16,954.42	\$222.12	\$17,176.54
CARY, CAROL A.	\$557.73	\$0.00	\$557.73
CASEY, DEANNE E.	\$13,363.02	\$0.00	\$13,363.02
CASEY, KATHLEEN	\$31,449.58	\$3,143.30	\$34,592.88
CASPARIUS, BARBARA J.	\$57.81	\$0.00	\$57.81
CASTIGLIONE, MAUREEN	\$311.02	\$0.00	\$311.02
CATHERWOOD, WILLIAM	\$12,528.29	\$0.00	\$12,528.29
CERULLO, TERESA M.	\$2,949.68	\$0.00	\$2,949.68
CHADZYNSKI, CHRISTINA J.	\$16,112.69	\$0.00	\$16,112.69
CHAN, MARJORIE J.	\$71,662.54	\$0.00	\$71,662.54
CHASAN, LISA	\$71,920.66	\$4,941.69	\$76,862.35
CHASE-ANDERSON, MARY ELLEN	\$3,784.26	\$2,050.00	\$5,834.26
CICCOLELLA, ELAINE P.	\$13,912.04	\$0.00	\$13,912.04
CINTOLO, KAREN	\$72,795.02	\$128.31	\$72,923.33
CLARK, SUSAN M.	\$61,496.51	\$2,696.10	\$64,192.61
COAKLEY, TARA M.	\$43,672.16	\$129.62	\$43,801.78
COHAN, JOANNE	\$9,479.33	\$60.00	\$9,539.33
COLLINS, GEORGE P.	\$13,316.92	\$1,898.77	\$15,215.69
COMEIRO DAMRATH, NICOLE	\$730.00	\$0.00	\$730.00
CONKLIN, KATIE M.	\$1,180.00	\$0.00	\$1,180.00
CONNELL, KATHLEEN J.	\$78,692.58	\$0.00	\$78,692.58
CONNERS, PHILIP	\$5,334.00	\$0.00	\$5,334.00
CONNERTY, EDWARD T.	\$2,040.00	\$0.00	\$2,040.00
CONNORS, STACEY L.	\$665.04	\$0.00	\$665.04
CONRAD, KATHLEEN E.	\$53,931.58	\$0.00	\$53,931.58
CONSTANTINO, KELLY L.	\$3,970.48	\$0.00	\$3,970.48
CONTALONIS, MAUREEN	\$7,332.70	\$11.09	\$7,343.79
CONWAY, KARLA	\$500.00	\$0.00	\$500.00
COPPOLA, PAULA B.	\$82.11	\$0.00	\$82.11
CORBETT, ANTHONY G.	\$1,794.20	\$0.00	\$1,794.20



COTE, CHRISTINE	\$22,184.24	\$30.79	\$22,215.03
COTE, JENNIFER M.	\$69,886.70	\$345.29	\$70,231.99
COUGHLAN, ROSEMARY A.	\$67,999.90	\$3,820.90	\$71,820.80
COUGHLIN, CHARLES E.	\$15,915.99	\$8,589.54	\$24,505.53
COURNOYER, LISA T.	\$74,541.87	\$789.48	\$75,331.35
COVEL, CAROLYN A.	\$6,002.29	\$10.77	\$6,013.06
COVINO, CHRISTA M.	\$42,235.01	\$129.62	\$42,364.63
COWAN, SARA B.	\$51,896.82	\$1,692.37	\$53,589.19
CRAFT, LESLEY A.	\$10.90	\$0.00	\$10.90
CREEDON, DIANE	\$307.41	\$0.00	\$307.41
CREMIN, CHRISTINE M.	\$70,225.55	\$0.00	\$70,225.55
CREMINS, EDWARD D.	\$72,411.67	\$2,607.83	\$75,019.50
CULHANE, ALICE B.	\$749.00	\$0.00	\$749.00
CUMMINGS, GERALDINE M.	\$59,251.05	\$600.00	\$59,851.05
CUNNINGHAM-ALLARD, JENNIFER	\$1,860.00	\$0.00	\$1,860.00
CURLEY, ROSE	\$53,359.05	\$30.19	\$53,389.24
CURTIN, BARBARA A.	\$32,157.03	\$7,568.85	\$39,725.88
CURTIN, PAULA M.	\$22,769.72	\$25,109.25	\$47,878.97
CUSICK, FRANCIS	\$23,076.53	\$6,281.30	\$29,357.83
CUTELIS, JAMES A.	\$1,666.64	\$0.00	\$1,666.64
CUTRONEO, LISA	\$650.86	\$0.00	\$650.86
CYRUS, SHANNAN E.	\$2,297.40	\$0.00	\$2,297.40
DANIEL, KENNAN E.	\$56,992.67	\$0.00	\$56,992.67
DARRAH, CAITLIN	\$120.00	\$0.00	\$120.00
DARRIGO, LISA A.	\$7,006.09	\$0.00	\$7,006.09
DAVIS, JANET	\$61,961.56	\$30.79	\$61,992.35
DAVIS, KIMBERLY A.	\$1,080.00	\$0.00	\$1,080.00
DAVIS, NICOLE T.	\$3,378.13	\$118.75	\$3,496.88
DAVOS, DIANE	\$62,183.54	\$0.00	\$62,183.54
DAY, CHRISTINA M.	\$456.00	\$0.00	\$456.00
DEARING, MAURA A.	\$71,649.07	\$0.00	\$71,649.07
DECAROLIS, BRANDI M.	\$67,426.00	\$321.53	\$67,747.53
DECOSTE, ROBERT E.	\$1,974.00	\$0.00	\$1,974.00
DELUCIA, FRANCES	\$62,360.10	\$345.21	\$62,705.31
DELUCIA, HEATHER N.	\$1,184.00	\$0.00	\$1,184.00
DEMATTIA, DEBRA A.	\$1,823.77	\$0.00	\$1,823.77
DEMERS, MARC A.	\$65,942.53	\$8,805.87	\$74,748.40
DEMOS, SHANNON	\$64,237.10	\$7,511.45	\$71,748.55
DEPIERRO, DONNA M.	\$17,061.25	\$1,545.00	\$18,606.25
DEPIERRO, VINCENT J.	\$4,508.20	\$0.00	\$4,508.20
DERMODY, JOSEPH J.	\$58,077.11	\$419.35	\$58,496.46
DESHLER, MARYANN J.	\$22,576.60	\$265.73	\$22,842.33
DESJARDINS, BRYAN	\$67,430.43	\$7,299.08	\$74,729.51
DESROCHERS, LISA E.	\$70,879.34	\$0.00	\$70,879.34
DEVEAU, KATHERINE M.	\$52,391.98	\$0.00	\$52,391.98
DEVINCENTIS, NICOLETTA	\$68,456.37	\$533.10	\$68,989.47
DICK, BRIAN H.	\$2,499.96	\$0.00	\$2,499.96

DICK, MICHELLE M.	\$41,337.50	\$5,899.18	\$47,236.68
DIFELICE, ALLISON	\$14,127.57	\$73.18	\$14,200.75
DIORIO, ELYSE C.	\$1,080.00	\$0.00	\$1,080.00
DIPRIMA, JONATHAN P.	\$19,290.01	\$10,405.06	\$29,695.07
DIRK, MELISSA C.	\$11,580.35	\$0.00	\$11,580.35
DIROCCO, LEO	\$23,842.32	\$6,089.00	\$29,931.32
DOBBIN, TRAVIS M.	\$39,351.84	\$11,924.56	\$51,276.40
DOHERTY, DEREK	\$5,334.00	\$0.00	\$5,334.00
DOHERTY, KATELYN K.	\$656.00	\$0.00	\$656.00
DOHERTY, KEVIN M.	\$3,120.00	\$0.00	\$3,120.00
DOHERTY, KIMBERLY E.	\$19,954.23	\$5,289.00	\$25,243.23
DOHERTY, LAURIE A.	\$16,308.45	\$338.27	\$16,646.72
DOHERTY, MARIA M.	\$37,819.22	\$1,236.62	\$39,055.84
DOHERTY-FRONDUTO, CHRISTINE	\$241.50	\$0.00	\$241.50
DOMENICI, DEVON M.	\$11,444.01	\$0.00	\$11,444.01
DONAHUE, LISA M.	\$20,638.91	\$803.89	\$21,442.80
DONNELLY, ANN M.	\$7,831.90	\$0.00	\$7,831.90
DONOGHUE, DANIEL	\$3,230.00	\$0.00	\$3,230.00
DONOGHUE, JOHN	\$11,114.43	\$0.00	\$11,114.43
DOOLAN, ROBERT D.	\$68,795.22	\$0.00	\$68,795.22
DOOLEY, CAROLYN E.	\$68,456.37	\$0.00	\$68,456.37
DORRANCE, ROSAMOND J.	\$93,790.97	\$3,324.36	\$97,115.33
DOUCETTE, PATRICIA J.	\$120.00	\$0.00	\$120.00
DROUIN, RONALD	\$68,789.73	\$7,060.00	\$75,849.73
DUGGAN, TAMMY	\$5,108.57	\$10.77	\$5,119.34
DUNCAN, ANNE	\$1,243.75	\$0.00	\$1,243.75
DUNN, JEANNE M.	\$1,100.00	\$0.00	\$1,100.00
DYKEMAN, LYNNE	\$38,783.55	\$437.37	\$39,220.92
EARLY, PAUL D.	\$74,039.49	\$713.59	\$74,753.08
EDGERTON, EAMON M.	\$70,598.09	\$4,177.05	\$74,775.14
ELDRINGHOFF, MARY S.	\$80,237.47	\$1,205.08	\$81,442.55
ELWELL, JOANNE M.	\$22,703.03	\$7,450.00	\$30,153.03
EMERSON, TIFFANY J.	\$68,456.37	\$0.00	\$68,456.37
ENGELKEN, MELISSA A.	\$7,025.77	\$0.00	\$7,025.77
ENOS, TERESA A.	\$61,851.61	\$45.29	\$61,896.90
ESKENAS, BETH A.	\$2,473.86	\$0.00	\$2,473.86
EVANGELISTA, GERALDINE	\$1,783.74	\$0.00	\$1,783.74
EVANGELISTA, JOANNA N.	\$1,715.86	\$0.00	\$1,715.86
EWALD, GERALDINE	\$1,561.81	\$0.00	\$1,561.81
FABIANO, WILLIAM J.	\$17,860.97	\$0.00	\$17,860.97
FAGAN, JUNE E.	\$57,330.79	\$240.57	\$57,571.36
FARNHAM, JAYNE	\$80,521.04	\$150.00	\$80,671.04
FARREY FORSYTH, NANCY	\$58,570.98	\$6,419.44	\$64,990.42
FELIX, KATIA R.	\$60.00	\$0.00	\$60.00
FERRARA, SANDRA M.	\$68,456.37	\$277.11	\$68,733.48
FERREIRA, KAREN A.	\$71,964.44	\$515.64	\$72,480.08
FINOCCHIARO, JOSEPH	\$180.00	\$0.00	\$180.00

FITZGERALD, JUDITH I.	\$5,196.00	\$0.00	\$5,196.00
FLAMMIA, SUZANNE A.	\$1,733.24	\$0.00	\$1,733.24
FLANAGAN, CONOR O.	\$32,130.26	\$8,311.32	\$40,441.58
FLYNN, CHESTER H.	\$5,110.00	\$0.00	\$5,110.00
FLYNN, DARLENE	\$2,644.55	\$0.00	\$2,644.55
FOLEY, SEAN B.	\$1,120.00	\$0.00	\$1,120.00
FOLLETT, THERESA	\$69,886.70	\$45.29	\$69,931.99
FORAN, ROBIN M.	\$20,301.91	\$13.18	\$20,315.09
FORD, KATHLEEN	\$53,223.16	\$276.24	\$53,499.40
FORTUNATO, PETER F.	\$41,664.83	\$12,099.76	\$53,764.59
FOTHERGILL, PATRICIA M.	\$6,761.56	\$0.00	\$6,761.56
FOWLER, ANNE M.	\$10.56	\$0.00	\$10.56
FOWLER, JUNE	\$39,989.62	\$0.00	\$39,989.62
FOYE, BRANDON B.	\$62,131.75	\$874.47	\$63,006.22
FRANCIS, DENNIS G.	\$2,499.96	\$0.00	\$2,499.96
FRANCISCO-MARSH, LYNN M.	\$74,461.29	\$605.26	\$75,066.55
FRANK, JOSEPH C.	\$61,478.66	\$1,462.56	\$62,941.22
FRANQUIZ ORTIZ, RUTH E.	\$23,671.91	\$330.49	\$24,002.40
FRIEDMAN, CAROLE	\$2,082.50	\$0.00	\$2,082.50
FROIO, CHERYL	\$3,474.84	\$0.00	\$3,474.84
FROST, SANDRA J.	\$65,942.53	\$45.29	\$65,987.82
FULLER, JAN H.	\$102,912.94	\$800.04	\$103,712.98
FULLER, WILLIAM F.	\$57,330.79	\$548.54	\$57,879.33
FULLERTON, JUNE	\$690.02	\$0.00	\$690.02
GAGNE, CATHERINE M.	\$69,886.70	\$150.95	\$70,037.65
GAGNON, CHRISTOPHER J.	\$69,886.70	\$899.00	\$70,785.70
GAGNON, KIM M.	\$71,429.07	\$46.19	\$71,475.26
GAGNON, SUSAN	\$74,139.62	\$24.15	\$74,163.77
GALE, PATRICIA A.	\$16,308.45	\$24,807.39	\$41,115.84
GALELO, PAUL G.	\$92,042.08	\$0.00	\$92,042.08
GALLIFORD, CAROL A.	\$1,607.14	\$0.00	\$1,607.14
GALLIGAN, PATRICK J.	\$68,456.37	\$299.70	\$68,756.07
GALLO, CAROLE A.	\$85,213.59	\$45.29	\$85,258.88
GANLEY, KYLE F.	\$4,450.50	\$0.00	\$4,450.50
GARIEPY, SALLY B.	\$16,308.45	\$405.63	\$16,714.08
GAUDETTE, ANNA P.	\$14,377.77	\$15,818.18	\$30,195.95
GENDRON, JAMIE D.	\$11,589.45	\$3,870.53	\$15,459.98
GEORGOPOULOS, SANDRA J.	\$1,571.89	\$0.00	\$1,571.89
GERENZ, CATHERINE M.	\$2,064.32	\$0.00	\$2,064.32
GERMAIN, HOLLY A.	\$21,159.77	\$61.58	\$21,221.35
GIBSON, KEVIN J.	\$68,456.37	\$0.00	\$68,456.37
GILBRIDE, THOMAS M.	\$49,303.95	\$4,127.43	\$53,431.38
GILGUN, MELISSA	\$74,178.08	\$0.00	\$74,178.08
GILLESPIE, JENNIFER L.	\$68,456.37	\$1,961.41	\$70,417.78
GILLESPIE, MICHAEL W.	\$61,190.86	\$218.88	\$61,409.74
GILLETTE MANNA, BARBARA J.	\$80,303.52	\$90.57	\$80,394.09
GILLOTTE, KAREN M.	\$16,173.79	\$19,368.00	\$35,541.79



GILLOTTE, SARAH	\$61,622.71	\$4,387.52	\$66,010.23
GINSBURG, JOSEPH M.	\$5,644.00	\$0.00	\$5,644.00
GLASS, DEBRA J.	\$63,542.19	\$2,816.89	\$66,359.08
GLIDDEN, BRIAN R.	\$13,316.92	\$166.62	\$13,483.54
GODFROY, CHRISINA M.	\$749.00	\$0.00	\$749.00
GOMES, MELISSA C.	\$215.16	\$0.00	\$215.16
GORDON, JANET P.	\$68,426.00	\$1,891.52	\$70,317.52
GORHAM, BRITTANY M.	\$44,844.37	\$317.59	\$45,161.96
GOSSE, WILLIAM R.	\$3,344.00	\$0.00	\$3,344.00
GOUTHRO, BRIAN M.	\$69,327.94	\$873.31	\$70,201.25
GRAASKAMP, DOROTHY A.	\$80,199.91	\$1,513.00	\$81,712.91
GRACE, KERRI L.	\$1,296.00	\$0.00	\$1,296.00
GRAFFEO, COURTNEY P.	\$600.00	\$0.00	\$600.00
GRAHAM, DONNA	\$83,923.89	\$5,687.75	\$89,611.64
GRANT, JANE	\$13,154.33	\$13.18	\$13,167.51
GRAVEL, JAMES S.	\$17,369.80	\$1,979.14	\$19,348.94
GRAVES, GLORIA J.	\$76,245.38	\$503.27	\$76,748.65
GREENE, TIMOTHY M.	\$1,699.36	\$0.00	\$1,699.36
GRIFFIN, JENNIFER L.	\$2,338.40	\$9.78	\$2,348.18
GUIDA, MARIE L.	\$15,644.69	\$0.00	\$15,644.69
GUSTIN, JOANNE M.	\$6,895.67	\$10.77	\$6,906.44
HAKALA, MORGAN I.	\$1,014.00	\$0.00	\$1,014.00
HAKALA, ROBYN D.	\$62,172.49	\$301.90	\$62,474.39
HALEY-MARTIN, MARIE E.	\$1,200.00	\$0.00	\$1,200.00
HAMILTON, GAIL M.	\$74,340.00	\$28,899.18	\$103,239.18
HAMLIN, MARK R.	\$24,614.09	\$6,612.15	\$31,226.24
HAMLYN, JOYCE G.	\$420.00	\$0.00	\$420.00
HAMM, MARIA C.	\$8,985.25	\$0.00	\$8,985.25
HANIFIN, ASHLEY E.	\$6,222.96	\$9,317.76	\$15,540.72
HANNA DURKIN, GALE F.	\$17,098.21	\$0.00	\$17,098.21
HANSBERRY, BONITA	\$82,167.44	\$3,241.52	\$85,408.96
HARDACRE, LYNNE	\$73,617.61	\$643.82	\$74,261.43
HARNE, DAVID R.	\$9,885.63	\$123.16	\$10,008.79
HARRINGTON, DAVID F.	\$40,585.24	\$5,608.01	\$46,193.25
HARTNETT, MARTHA	\$66,437.27	\$240.57	\$66,677.84
HENRY, KATHLEEN A.	\$9,240.65	\$0.00	\$9,240.65
HERRERA, KIM M.	\$68,456.37	\$567.39	\$69,023.76
HESSION, JOANNE B.	\$63,167.14	\$645.14	\$63,812.28
HICKEY, BRIAN J.	\$96,675.71	\$329.35	\$97,005.06
HIGGINS, JENNIFER	\$27,465.13	\$178.38	\$27,643.51
HIGGINS, JODI L.	\$68,789.73	\$286.81	\$69,076.54
HILLSON, KIMBERLY H.	\$68,715.65	\$150.00	\$68,865.65
HIMMEL, CATHERINE M.	\$69,886.70	\$1,530.19	\$71,416.89
HINES, MARIE E.	\$8,480.00	\$0.00	\$8,480.00
HIRTLE, MARYELLEN	\$61,378.16	\$30.19	\$61,408.35
HODGSON, KAREN M.	\$30,269.46	\$22.64	\$30,292.10
HOGAN, KAITLIN E.	\$3,337.50	\$0.00	\$3,337.50

HOGAN, SUSAN E.	\$71,459.38	\$30.79	\$71,490.17
HONDROS, ALEXANDROS C.	\$3,412.00	\$0.00	\$3,412.00
HOPKINS, JUDITH A.	\$42,958.07	\$2,565.29	\$45,523.36
HOUSE, LINDA	\$52,956.29	\$300.43	\$53,256.72
HUGHES, MICHELE A.	\$68,456.37	\$558.52	\$69,014.89
HURLEY, KAYLA M.	\$749.00	\$0.00	\$749.00
HYDE, SANDRA M.	\$1,535.00	\$0.00	\$1,535.00
HYLAND, LORI	\$72,795.02	\$527.12	\$73,322.14
HYNES, KIM	\$68,789.73	\$30,800.00	\$99,589.73
HYNES, NICOLE B.	\$9,974.97	\$21,192.25	\$31,167.22
HYNES, SCOTT A.	\$6,065.33	\$0.00	\$6,065.33
IANETTA, NICHOLAS R.	\$749.00	\$0.00	\$749.00
IANNACCI, JENNIFER L.	\$620.00	\$0.00	\$620.00
IANNACCI, LYNN	\$16,840.50	\$0.00	\$16,840.50
IMPINK, PAIGE F.	\$534.86	\$0.00	\$534.86
IRELAND, VIKKI M.	\$66,017.26	\$755.61	\$66,772.87
IRONS, FREDERICK E.	\$4,426.22	\$242.04	\$4,668.26
JACOBS, SHARON M.	\$938.58	\$0.00	\$938.58
JACOBSEN, BREE D.	\$44,449.67	\$779.19	\$45,228.86
JAGLA, BARBARA J.	\$68,789.73	\$137.06	\$68,926.79
JARDIN, AUGUST P.	\$10,629.88	\$0.00	\$10,629.88
JENNINGS, MICHELLE M.	\$26,779.95	\$19.11	\$26,799.06
JOHNSON, ANDREE T.	\$73,528.06	\$0.00	\$73,528.06
JOHNSON, DEANNA	\$3,211.13	\$9.78	\$3,220.91
JOHNSON, GAIL E.	\$49,555.61	\$6,590.02	\$56,145.63
JOHNSTON, KIMBERLY T.	\$75,550.28	\$6,066.68	\$81,616.96
JONES, WILLIAM R.	\$7,278.95	\$0.00	\$7,278.95
JOYCE, BARBARA C.	\$47,829.82	\$0.00	\$47,829.82
JOYCE, KELLY	\$1,146.00	\$0.00	\$1,146.00
KAKLEAS, KATHY A.	\$5,032.54	\$500.00	\$5,532.54
KALAJIAN, NANCY M.	\$78,963.44	\$467.95	\$79,431.39
KALARITES, MARCIA A.	\$76,220.48	\$180.79	\$76,401.27
KAPUST, MARY E.	\$21,979.96	\$380.72	\$22,360.68
KARLBERG, ROSEANN	\$1,261.24	\$0.00	\$1,261.24
KASPRZAK, STEVEN J.	\$3,362.00	\$0.00	\$3,362.00
KAWALSKI, PATRICIA	\$985.70	\$0.00	\$985.70
KEARNS, JOANNE	\$39,989.62	\$558.90	\$40,548.52
KEARNS, PATRICIA J.	\$20,226.71	\$281.55	\$20,508.26
KEDDIE, PATRICIA A.	\$71,384.72	\$352.32	\$71,737.04
KEEFE, JEFFREY P.	\$19,291.37	\$8,343.00	\$27,634.37
KEELEY, BONNIE	\$3,436.37	\$9.78	\$3,446.15
KELLEHER, MARY J.	\$72,120.21	\$4,111.25	\$76,231.46
KELLEHER, NANCY L.	\$6,180.46	\$10.77	\$6,191.23
KELLEY, LOUISE E.	\$31,605.36	\$1,694.99	\$33,300.35
KELLEY, SAMANTHA B.	\$420.00	\$0.00	\$420.00
KELLY, JENNIFER T.	\$69,892.84	\$0.00	\$69,892.84
KENNEDY, AMANDA M.	\$749.00	\$0.00	\$749.00

KENNEY, JOANNE	\$20.14	\$0.00	\$20.14
KIMBLE, ANGELA D.	\$90,260.30	\$286.81	\$90,547.11
KLING, JOYCE	\$7,762.45	\$285.77	\$8,048.22
KOLACK, ROSEANNE	\$51,148.68	\$3,000.00	\$54,148.68
KOSIBA, KRISTEN D.	\$72,338.66	\$603.80	\$72,942.46
KRAINSKI, JOANNA D.	\$69,829.87	\$4,820.78	\$74,650.65
KRAYTENBERG, DEBRA J.	\$49,778.45	\$0.00	\$49,778.45
KROL, PATRICIA A.	\$49,597.81	\$5,454.70	\$55,052.51
KRZESINSKI, ELIZABETH A.	\$68,789.73	\$83.03	\$68,872.76
KULESZA, DAVID J.	\$1,519.65	\$0.00	\$1,519.65
KUSHMEREK, NICHELLE M.	\$1,479.24	\$0.00	\$1,479.24
LACERDA, MINA N.	\$1,981.72	\$0.00	\$1,981.72
LACEY, LISA A.	\$2,018.04	\$0.00	\$2,018.04
LACROIX, KYLE A.	\$3,240.63	\$0.00	\$3,240.63
LAFLAND, KIMBERLY A.	\$69,438.31	\$0.00	\$69,438.31
LAITINEN, SUSAN J.	\$68,456.37	\$240.57	\$68,696.94
LALLY, PATRICIA A.	\$113,570.08	\$0.00	\$113,570.08
LANE, JAIME A.	\$73,079.40	\$0.00	\$73,079.40
LANGLAIS, RENEE M.	\$69,886.70	\$452.85	\$70,339.55
LANGONE, DEBRA	\$12,591.93	\$0.00	\$12,591.93
LANGUIRAND, ASHLEY M.	\$4,052.65	\$0.00	\$4,052.65
LAPIERRE, NICOLE G.	\$74,176.10	\$1,101.87	\$75,277.97
LAROCQUE, JANICE L.	\$50,443.60	\$198.70	\$50,642.30
LAZZARA, MARY E.	\$64,472.49	\$12,814.31	\$77,286.80
LE, BRENDEN	\$12,461.52	\$0.00	\$12,461.52
LEALDINI-DUDLEY, MARIA G.	\$68,456.37	\$225.22	\$68,681.59
LEARY, COLLEEN S.	\$41,926.00	\$0.00	\$41,926.00
LEEDBERG, ANN C.	\$21,246.27	\$123.16	\$21,369.43
LEGVOLD, CHARITY	\$30,122.37	\$1,787.10	\$31,909.47
LEMELIN, HELEN J.	\$3,805.44	\$0.00	\$3,805.44
LENNON, CAROL A.	\$17,481.10	\$5,823.18	\$23,304.28
LIBBY, DAVID A.	\$99,132.39	\$3,238.00	\$102,370.39
LINDSEY, EILEEN M.	\$69,886.70	\$153.95	\$70,040.65
LINSKEY, JOANNE L.	\$7,925.00	\$0.00	\$7,925.00
LINSKEY, MEGAN R.	\$13,978.25	\$0.00	\$13,978.25
LOMBARDI-TOSTO, SHERI	\$1,083.69	\$0.00	\$1,083.69
LONG, ANDREW J.	\$32,513.83	\$0.00	\$32,513.83
LOOSEN, MARY	\$69,886.70	\$83.02	\$69,969.72
LOPEZ, BASILIO	\$4,081.65	\$0.00	\$4,081.65
LOPOLITO, CHRISTINE	\$1,708.08	\$0.00	\$1,708.08
LUPPI, DIANE M.	\$5,054.66	\$11.33	\$5,065.99
LUPPI, MEGAN S.	\$295.13	\$0.00	\$295.13
LUSSIER, PAMELA	\$23,968.48	\$435.00	\$24,403.48
LYNCH, JOAN	\$78,783.08	\$1,222.71	\$80,005.79
LYONS, JOHN L.	\$96,241.99	\$0.00	\$96,241.99
MACDONALD, BRUCE A.	\$41,563.88	\$6,353.85	\$47,917.73
MACDONALD, KATHLEEN A.	\$420.00	\$0.00	\$420.00



MACDONALD, MARY R.	\$3,296.00	\$0.00	\$3,296.00
MACLEOD, KATHLEEN	\$61,190.86	\$0.00	\$61,190.86
MACMULLIN, ANDREA M.	\$57,917.59	\$452.85	\$58,370.44
MACNEIL, LAUREEN	\$1,804.77	\$9.78	\$1,814.55
MAHONEY, EILEEN	\$12,013.94	\$0.00	\$12,013.94
MAHONEY, EILEEN M.	\$3,370.11	\$0.00	\$3,370.11
MALONE, LINDA	\$47,417.52	\$3,303.80	\$50,721.32
MALONEY, KATHLEEN A.	\$68,456.37	\$18,692.25	\$87,148.62
MANCE, KIM M.	\$907.64	\$0.00	\$907.64
MANGAN, JOHNNA P.	\$22,572.75	\$195.00	\$22,767.75
MANLEY, JAMES	\$64,588.83	\$0.00	\$64,588.83
MARAZZI, MICHELE M.	\$7,844.99	\$1,438.13	\$9,283.12
MARCELLA, JENNIFER K.	\$68,456.37	\$166.05	\$68,622.42
MARCHAND, JON A.	\$66,798.11	\$20,419.59	\$87,217.70
MARCUS, DAVID	\$1,025.00	\$0.00	\$1,025.00
MARGET, LISA G.	\$50,766.18	\$1,246.26	\$52,012.44
MARKHAM, CECILY A.	\$71,315.71	\$513.90	\$71,829.61
MARROCCO, ELIZABETH A.	\$23,126.67	\$30.79	\$23,157.46
MARSH, MOLLY	\$1,368.00	\$0.00	\$1,368.00
MARSH, TIFFANIE E.	\$582.00	\$0.00	\$582.00
MARTEL, GRETCHEN A.	\$70,380.71	\$0.00	\$70,380.71
MARTEL, PATRICIA M.	\$62,867.02	\$10,957.00	\$73,824.02
MARTIN, DANIEL N.	\$48,855.37	\$24,189.12	\$73,044.49
MASTONE, ANDREW J.	\$1,688.00	\$0.00	\$1,688.00
MATRANGA, ERICA	\$10,077.41	\$6,577.30	\$16,654.71
MATSON, AMY	\$57,025.92	\$0.00	\$57,025.92
MATYSCZAK, HELEN	\$73,300.97	\$45.89	\$73,346.86
MAXFIELD, ROGER N.	\$51,164.58	\$749.00	\$51,913.58
MAZZAPICA, MARY M.	\$10,356.47	\$11.96	\$10,368.43
MCANDREWS, PATRICK F.	\$68,795.22	\$903.04	\$69,698.26
MCARDLE MILENAVICH, SHARON	\$6,806.88	\$0.00	\$6,806.88
MCARDLE, KEVIN P.	\$3,050.00	\$0.00	\$3,050.00
MCBRINE, MONICA	\$52,956.29	\$155.89	\$53,112.18
MCCABE, EVELYN D.	\$8,020.90	\$0.00	\$8,020.90
MCCABE, ROBERT F.	\$5,301.23	\$4,410.00	\$9,711.23
MCCANN, JOSEPH F.	\$43,694.35	\$21,780.61	\$65,474.96
MCCARTHY, ROBERT	\$40,284.31	\$919.98	\$41,204.29
MCCONNELL, BRENDA E.	\$288.00	\$0.00	\$288.00
MCCORMICK, ANNMARIE	\$45,898.53	\$975.63	\$46,874.16
MCCULLOCK, BRIAN R.	\$1,530.00	\$0.00	\$1,530.00
MCDERMOTT, BETH A.	\$16,308.45	\$729.35	\$17,037.80
MCDERMOTT, KATHY	\$69,886.70	\$0.00	\$69,886.70
MCGINN, MARYBETH	\$73,882.58	\$2,447.26	\$76,329.84
MCGRATH, MICHELLE L.	\$70,598.42	\$150.00	\$70,748.42
MCGREGOR FAY, ANNE B.	\$59,240.26	\$0.00	\$59,240.26
MCINNES, JUDI K.	\$81,248.75	\$150.00	\$81,398.75
MCINTYRE, KEVIN R.	\$97,186.31	\$1,204.61	\$98,390.92

MCKENNA, JOEL B.	\$53,359.05	\$9,097.43	\$62,456.48
MCLAUGHLIN, KAYLA M.	\$3,230.35	\$850.00	\$4,080.35
MCLAUGHLIN, MARIA L.	\$27,486.46	\$1,556.74	\$29,043.20
MCWILLIAMS, BRENDA	\$76,220.48	\$45.29	\$76,265.77
MEEKER, ALEXANDRA E.	\$73,473.82	\$30.19	\$73,504.01
MELLO, ANNA	\$27.75	\$0.00	\$27.75
MELLY, CHARLAINE L.	\$62,172.49	\$90.57	\$62,263.06
MEMMOLO, GAIL J.	\$2,737.06	\$0.00	\$2,737.06
MERCIER, CAREY E.	\$6,885.00	\$0.00	\$6,885.00
MERCIER, KELLY E.	\$38,909.84	\$519.09	\$39,428.93
MERRILL, JENNIFER A.	\$62,801.85	\$0.00	\$62,801.85
MERRY, DANIEL J.	\$60,225.77	\$0.00	\$60,225.77
MEUSE, BRENDA L.	\$64,219.61	\$229.95	\$64,449.56
MEUSE, LAURIE J.	\$60.00	\$0.00	\$60.00
MEUSE, PATRICIA M.	\$47,928.58	\$0.00	\$47,928.58
MEUSE, SUSAN A.	\$26,599.79	\$985.00	\$27,584.79
MEUSE, WILLIAM W.	\$20,640.78	\$15,545.00	\$36,185.78
MEZIANE, JOANNE L.	\$68,456.37	\$0.00	\$68,456.37
MIANO, DENISE	\$10,445.86	\$11.85	\$10,457.71
MIDDLETON, JUDITH A.	\$68,789.73	\$0.00	\$68,789.73
MILLER, GRETA L.	\$58,011.78	\$1,041.20	\$59,052.98
MILLER, JAYNE W.	\$833.32	\$0.00	\$833.32
MILLER, SANDRA H.	\$44,766.67	\$1,397.87	\$46,164.54
MILNE, KAREN M.	\$983.51	\$0.00	\$983.51
MIRANDA, SHANNON M.	\$69,564.32	\$0.00	\$69,564.32
MOFFAT, DAVID S.	\$63,204.00	\$786.14	\$63,990.14
MOLEA, TERESA C.	\$1,644.00	\$0.00	\$1,644.00
MOLLOY, PETER M.	\$67,426.00	\$15,750.00	\$83,176.00
MONDELLO, PATRICIA F.	\$51,778.99	\$0.00	\$51,778.99
MOONEY, DONNA B.	\$92,042.08	\$500.00	\$92,542.08
MOORE, VALERIE D.	\$1,768.50	\$0.00	\$1,768.50
MOORER, SUSAN M.	\$59,240.26	\$0.00	\$59,240.26
MORANDI, DENISE	\$46,329.24	\$0.00	\$46,329.24
MORIARTY, CAROL G.	\$50,378.53	\$376.16	\$50,754.69
MORRILL, BRIAN J.	\$3,200.00	\$0.00	\$3,200.00
MORRILL, THOMAS A.	\$70,773.42	\$18,200.00	\$88,973.42
MORRISSEY, ERIN N.	\$1,064.00	\$0.00	\$1,064.00
MORRISSEY, JOANNE M.	\$78,494.69	\$61.58	\$78,556.27
MORRISSEY, KEVIN M.	\$5,213.83	\$0.00	\$5,213.83
MROZ, SHAINA J.	\$48,769.40	\$262.25	\$49,031.65
MROZOWSKI, JENNIFER	\$77,604.24	\$0.00	\$77,604.24
MUGFORD, DEBRALEE	\$54,679.97	\$0.00	\$54,679.97
MUISE, KEVIN J.	\$67,426.00	\$8,299.70	\$75,725.70
MULLIGAN, CHRISTINE	\$57,330.79	\$398.19	\$57,728.98
MULLOY, SHERI F.	\$58,011.78	\$181.15	\$58,192.93
MULNO, SUSAN	\$65,942.53	\$414.17	\$66,356.70
MULVEY, HEATHER	\$94.87	\$0.00	\$94.87

MURPHY, EILEEN M.	\$3,296.00	\$0.00	\$3,296.00
MURPHY, JACLYN A.	\$56,643.82	\$0.00	\$56,643.82
MURPHY, LOIS E.	\$23,627.32	\$540.00	\$24,167.32
MURRAY, KARA M.	\$23,671.91	\$90.57	\$23,762.48
MURRAY, KEVIN C.	\$1,527.00	\$0.00	\$1,527.00
MUSCOLINO, ELIZABETH	\$49,025.62	\$3,196.34	\$52,221.96
NAHLIK, STEVEN G.	\$55,282.14	\$311.33	\$55,593.47
NAPOLI, PATRICIA A.	\$32,425.77	\$708.41	\$33,134.18
NASTASI, MARIELLEN A.	\$75,168.71	\$0.00	\$75,168.71
NAUGHTON, CATHY M.	\$230.16	\$0.00	\$230.16
NAVETTA, CAROL M.	\$77,667.82	\$4,045.00	\$81,712.82
NEAL, TERRANCE F.	\$42,810.88	\$1,638.04	\$44,448.92
NICHOLSON, KATHRYN M.	\$47,104.95	\$2,993.61	\$50,098.56
NICKERSON, DIANE	\$5,580.97	\$11.09	\$5,592.06
NILES, EMILY A.	\$5,815.98	\$2,248.25	\$8,064.23
NOBERINI, JAIME L.	\$57,337.15	\$0.00	\$57,337.15
NORDSTROM, KAREN M.	\$19,954.23	\$939.80	\$20,894.03
NORTON, PAUL E.	\$4,727.00	\$0.00	\$4,727.00
OBERG, SCOTT	\$845.00	\$0.00	\$845.00
OBERG, TERESA M.	\$21,979.96	\$435.00	\$22,414.96
OBRIEN, JOANNE	\$75,665.11	\$0.00	\$75,665.11
OBRIEN, LYNDA S.	\$1,251.90	\$0.00	\$1,251.90
OCONNOR, JOHN E.	\$169,796.38	\$0.00	\$169,796.38
O'DONNELL, LINDA J.	\$2,363.05	\$0.00	\$2,363.05
OHARE, NANCY J.	\$31,043.84	\$2,982.30	\$34,026.14
OHEARN, RICHELLE D.	\$2,050.00	\$0.00	\$2,050.00
OKEEFE, KRISTIN M.	\$630.00	\$0.00	\$630.00
OKEEFE, STEPHEN J.	\$3,296.00	\$0.00	\$3,296.00
OLEARY, SHANNON M.	\$288.00	\$0.00	\$288.00
OLEVSKY, TIMOTHY M.	\$55,460.42	\$1,059.49	\$56,519.91
ONG, DENNIS	\$932.00	\$0.00	\$932.00
OSBORNE, M EILEEN T.	\$96,444.14	\$8,622.70	\$105,066.84
OSTERBERG, ROY	\$40,775.09	\$150.00	\$40,925.09
OSTERMAN, MARCIA	\$55,861.36	\$332.00	\$56,193.36
OTIS, JAMES A.	\$50,654.53	\$1,027.03	\$51,681.56
PAGE, DONALD C.	\$44,234.25	\$0.00	\$44,234.25
PAGE, RONALD G.	\$39,316.80	\$10,682.29	\$49,999.09
PALANGE, ALISSA M.	\$5,815.98	\$345.00	\$6,160.98
PALLADINO, CHRISTINE J.	\$2,090.50	\$0.00	\$2,090.50
PALMER, JARYD	\$20,640.78	\$13,392.25	\$34,033.03
PALUMBO, PILAR	\$78.24	\$0.00	\$78.24
PAQUIN, PAMELA J.	\$2,463.15	\$0.00	\$2,463.15
PARADIS, STACEY A.	\$31,039.18	\$1,589.18	\$32,628.36
PATTERSON, ROLAND T.	\$42,516.52	\$33,584.43	\$76,100.95
PAUL, GEORGE S.	\$7,242.55	\$0.00	\$7,242.55
PAULA, EMILY C.	\$6,293.69	\$0.00	\$6,293.69
PAYNE, YVETTE	\$2,367.88	\$0.00	\$2,367.88



PELLETIER, RICHARD T.	\$97,763.51	\$0.00	\$97,763.51
PELOQUIN, CYNTHIA S.	\$58,813.75	\$1,045.48	\$59,859.23
PENNEY, KATHLEEN	\$18,461.49	\$4,115.63	\$22,577.12
PERKINS, MARGARET L.	\$14,929.47	\$30.79	\$14,960.26
PESANTES, FRANCESCA P.	\$1,274.00	\$0.00	\$1,274.00
PETHERBRIDGE, WILLIAM L.	\$1,132.00	\$0.00	\$1,132.00
PETILLI, SHIRLEY	\$336.00	\$0.00	\$336.00
PETRIE, MARY	\$44,575.18	\$1,056.40	\$45,631.58
PFEIFER, CATHERINE T.	\$61,511.36	\$300.28	\$61,811.64
PHANEUF, MARY J.	\$185.22	\$0.00	\$185.22
PICCOLO, ANNA N.	\$278.38	\$0.00	\$278.38
PINEAU, ELENA M.	\$21,979.96	\$345.31	\$22,325.27
PINK, ASHLEY A.	\$35,181.93	\$1,501.61	\$36,683.54
PIRES, JOSHUA M.	\$265.63	\$0.00	\$265.63
PODOLSKY, KRISTEN M.	\$72,746.04	\$130.00	\$72,876.04
POIRIER, GRACE N.	\$364.42	\$0.00	\$364.42
POLICELLI, ANN M.	\$2,134.15	\$0.00	\$2,134.15
POLIMENO, KRISTEN M.	\$3,000.00	\$0.00	\$3,000.00
POLIMENO, LESLIE A.	\$1,785.75	\$0.00	\$1,785.75
POND, KRISTEN A.	\$730.79	\$0.00	\$730.79
PORCARO, CHELSEE D.	\$2,014.00	\$0.00	\$2,014.00
PORCARO, CHERYL	\$77,230.76	\$15,827.37	\$93,058.13
POST, NICOLE A.	\$1,044.00	\$0.00	\$1,044.00
PRICE, JENNIFER G.	\$67,372.95	\$4,265.80	\$71,638.75
PRINDIVILLE, SAMANTHA C.	\$749.00	\$0.00	\$749.00
PRINGLE, JAMES R.	\$68,795.16	\$588.69	\$69,383.85
PUDDSTER-MCKENNA, BERYL	\$70,205.62	\$150.00	\$70,355.62
PUMA, DUSTINE R.	\$72,050.28	\$307.72	\$72,358.00
QUINN, JOHN F.	\$1,925.68	\$0.00	\$1,925.68
QUINN, TARA M.	\$19,282.35	\$30.79	\$19,313.14
QUINN, TIMOTHY M.	\$749.00	\$0.00	\$749.00
QUINTILIANI, JEANNE M.	\$2,550.51	\$0.00	\$2,550.51
RAMASKA, CINDY D.	\$72,287.26	\$288.00	\$72,575.26
RAND, ANNE L.	\$71,792.70	\$420.46	\$72,213.16
RAUSEO, JEFFERSON M.	\$4,092.50	\$0.00	\$4,092.50
RAUSEO, MATTHEW L.	\$1,940.38	\$0.00	\$1,940.38
RAUSEO, MAURA A.	\$29,349.70	\$2,403.91	\$31,753.61
RAY, JAMES L.	\$5,349.00	\$0.00	\$5,349.00
READING, ROBIN	\$70,225.49	\$0.00	\$70,225.49
REALE, PATRICIA A.	\$27.75	\$0.00	\$27.75
REBELO, CARLOS	\$13,361.70	\$0.00	\$13,361.70
REICH, JANICE E.	\$61,190.86	\$369.90	\$61,560.76
REINHART, HEIDI E.	\$65,258.91	\$90.57	\$65,349.48
REISSFELDER, LAURIE A.	\$180.00	\$0.00	\$180.00
REKKBIE, LINDA	\$7,489.53	\$0.00	\$7,489.53
REPPUCCI, DIANE E.	\$12,392.81	\$11.96	\$12,404.77
REYES, JANET E.	\$67,139.17	\$30.79	\$67,169.96

REZENDES, KIMBERLY A.	\$44,784.46	\$0.00	\$44,784.46
RICE, JOSEPH F.	\$17,311.74	\$42.34	\$17,354.08
RIVERA, MICHELE L.	\$44,833.60	\$0.00	\$44,833.60
ROBICHAUD, ELLEN-DALE	\$22,096.38	\$0.00	\$22,096.38
ROBINSON, ELIZABETH C.	\$83,223.99	\$1,184.66	\$84,408.65
ROBINSON, MEGAN R.	\$53,027.88	\$3,556.93	\$56,584.81
ROBSON, SARAH M.	\$50,552.65	\$0.00	\$50,552.65
ROCCO, MICHAEL A.	\$19,955.59	\$884.00	\$20,839.59
RODGERS, KRISTI	\$68,795.16	\$188.69	\$68,983.85
ROGERS, KRISTINA	\$75,010.39	\$2,262.00	\$77,272.39
ROGERS, ROBERT G.	\$70,561.82	\$61.58	\$70,623.40
ROMANO, KRISTIN C.	\$65,757.00	\$0.00	\$65,757.00
ROMANSKI, MARYANN	\$21,504.47	\$5,211.90	\$26,716.37
RONAN, MARK J.	\$14,922.93	\$1,870.00	\$16,792.93
ROONEY, CORINNE D.	\$13,736.26	\$805.10	\$14,541.36
ROUFF, FRANCESCA	\$81,399.22	\$54.34	\$81,453.56
ROY, CONNIE A.	\$1,553.58	\$0.00	\$1,553.58
RUCCIO, KAREN F.	\$34,748.27	\$301.90	\$35,050.17
RUSSELL, JORDAN T.	\$3,362.00	\$0.00	\$3,362.00
RUSSELL, JOSEPH	\$2,499.96	\$0.00	\$2,499.96
RUSSO, KIMBERLY A.	\$70,064.66	\$369.48	\$70,434.14
RYALS-REARDON, KAREN E.	\$2,088.00	\$0.00	\$2,088.00
RYAN, MACKENZIE	\$902.00	\$0.00	\$902.00
RYAN, SANDRA	\$39,023.04	\$1,804.05	\$40,827.09
RYAN, SHELLI-AN	\$77,663.11	\$4,829.14	\$82,492.25
RYAN, THOMAS F.	\$68,456.37	\$11,749.06	\$80,205.43
RYSER, PATRICIA A.	\$62,893.13	\$7,628.80	\$70,521.93
SAAD, NICOLE L.	\$60,002.19	\$271.71	\$60,273.90
SACCO, ALEXANDRIA J.	\$80.00	\$0.00	\$80.00
SACRAMONE-GREENE, DONNA M.	\$61,272.43	\$0.00	\$61,272.43
SADLER, SHEILA	\$68,855.65	\$0.00	\$68,855.65
SAINDON, DENISE M.	\$65,253.86	\$1,784.59	\$67,038.45
SANDS, JEFFREY D.	\$105,733.29	\$0.00	\$105,733.29
SARCIONE, KRISTI L.	\$69,886.70	\$9,801.95	\$79,688.65
SARFIELD, DAN	\$4,450.50	\$0.00	\$4,450.50
SARTORI, ANITA	\$1,765.38	\$0.00	\$1,765.38
SCIALDONE, KELLY M.	\$67,426.00	\$0.00	\$67,426.00
SCOFIELD, SUSAN	\$52,318.28	\$3,900.00	\$56,218.28
SCOTT, SHAWN D.	\$3,344.00	\$0.00	\$3,344.00
SELISSEN, JEANNE K.	\$70,151.41	\$0.00	\$70,151.41
SENECHAL-BROWN, ELAINE M.	\$46,955.28	\$0.00	\$46,955.28
SERINO, JULIE L.	\$65,942.53	\$361.33	\$66,303.86
SHAO, DAN	\$58,288.59	\$605.60	\$58,894.19
SHARP, ELIZABETH K.	\$32,513.83	\$0.00	\$32,513.83
SHEAHAN, KRISTINA A.	\$60,208.34	\$291.46	\$60,499.80
SHEEHAN, ANN B.	\$7,492.25	\$0.00	\$7,492.25
SHEEHAN, ASHLEY M.	\$50,684.58	\$10,898.65	\$61,583.23

SHEEHAN, KIMBERLY A.	\$19,379.00	\$75.00	\$19,454.00
SHEPPARD, LORI	\$8,212.53	\$0.00	\$8,212.53
SHERMAN, THERESA M.	\$120.00	\$0.00	\$120.00
SHIMKUS, JAMES P.	\$39,351.85	\$7,615.76	\$46,967.61
SHIRKOFF, PAMELA A.	\$80,182.18	\$15,347.25	\$95,529.43
SHIRKOFF, ROBERT	\$70,718.84	\$0.00	\$70,718.84
SHIRKOFF, RYAN M.	\$240.00	\$0.00	\$240.00
SHOLL, KATHLEEN T.	\$15,989.72	\$13.18	\$16,002.90
SILVA, BARBARA J.	\$3,454.41	\$0.00	\$3,454.41
SILVA, CHERYL A.	\$21,979.96	\$167.68	\$22,147.64
SINCLAIR, ELAINE C.	\$77,805.96	\$91.77	\$77,897.73
SKAALAND, CARINA M.	\$2,850.52	\$0.00	\$2,850.52
SLEZAK, DIANE N.	\$77,696.36	\$1,352.80	\$79,049.16
SMALLIDGE, NICOLE	\$71,810.36	\$979.51	\$72,789.87
SMITH-DOCKHAM, ALISSA D.	\$68,456.37	\$3,211.96	\$71,668.33
SMOLINSKY, ANDREA J.	\$8,001.00	\$0.00	\$8,001.00
SOHIGIAN, STEVEN A.	\$828.00	\$0.00	\$828.00
SOKOL, SUSAN A.	\$852.00	\$0.00	\$852.00
SORDILLO, DENISE A.	\$2,867.21	\$0.00	\$2,867.21
SOUZA, FLORENCE F.	\$70,879.37	\$306.46	\$71,185.83
SPEROS, ELAINE F.	\$76,599.08	\$60.98	\$76,660.06
SPOLEN, SUSAN A.	\$68,456.37	\$0.00	\$68,456.37
STACK, CATHERINE F.	\$68,456.37	\$329.89	\$68,786.26
STAMP, JASON R.	\$89,583.52	\$7,531.13	\$97,114.65
STARLING, KATHLEEN A.	\$22,571.58	\$1,798.25	\$24,369.83
STASKYWICZ, KIMBERLY	\$520.00	\$0.00	\$520.00
STOCKI, PENNY L.	\$300.00	\$0.00	\$300.00
STONE, KIMBERLY M.	\$73,084.84	\$30.19	\$73,115.03
STRATIS, PATRICIA	\$3,218.61	\$60.38	\$3,278.99
STRICKLER, CHRISTINE	\$13,818.40	\$0.00	\$13,818.40
STRONACH, RICHARD J.	\$42,712.87	\$17,762.42	\$60,475.29
STUDLEY, KEVIN J.	\$1,460.00	\$0.00	\$1,460.00
SUGRUE, DANIEL P.	\$1,694.00	\$0.00	\$1,694.00
SUGRUE, KELLI A.	\$588.00	\$0.00	\$588.00
SULLIVAN, BARRY T.	\$38,861.13	\$150.00	\$39,011.13
SULLIVAN, CHARLENE A.	\$6,307.91	\$10.77	\$6,318.68
SULLIVAN, JAMES T.	\$71,792.70	\$4,732.67	\$76,525.37
SULLIVAN, LAURA L.	\$18,582.59	\$16.49	\$18,599.08
SULLIVAN, SUSAN M.	\$72,493.21	\$644.00	\$73,137.21
SULLIVAN, VICTORIA A.	\$190.00	\$0.00	\$190.00
SUTLIFF, NADINE B.	\$84,499.59	\$1,349.94	\$85,849.53
SWANSBURG, KEVIN J.	\$3,344.00	\$0.00	\$3,344.00
SYMONDS, ROBIN W.	\$3,320.89	\$0.00	\$3,320.89
TABER, ERIK C.	\$13,814.88	\$4,494.58	\$18,309.46
TAGGART, JULIA M.	\$48,289.72	\$345.39	\$48,635.11
TAKIS, JOSHUA H.	\$29,366.82	\$0.00	\$29,366.82
TALFORD, GINAMARIE	\$50,308.30	\$0.00	\$50,308.30



TELLIER, HOLLY	\$7,715.00	\$0.00	\$7,715.00
TETRAULT, LAURA P.	\$1,409.97	\$0.00	\$1,409.97
THARRETT, CANDACE M.	\$61,622.71	\$5,587.71	\$67,210.42
THEISEN, ANNE M.	\$16,569.39	\$2,981.57	\$19,550.96
THEISEN, JANELLE	\$792.00	\$0.00	\$792.00
THERIAULT-REGAN, BRENDA M.	\$96,427.63	\$0.00	\$96,427.63
THEW, KATHERINE A.	\$68,456.37	\$0.00	\$68,456.37
THIBAULT, MAUREEN G.	\$3,060.00	\$0.00	\$3,060.00
THUILLIER, PETER G.	\$43,203.74	\$11,355.41	\$54,559.15
TIERNEY, MARYBETH	\$21,979.96	\$890.00	\$22,869.96
TIRABASSI, MELANIE A.	\$22,184.24	\$7,451.75	\$29,635.99
TORNAME, NANCY	\$37,835.51	\$55.79	\$37,891.30
TOVEY, JEANNETTE E.	\$1,449.90	\$9.78	\$1,459.68
TRACHTENBERG, DEBORAH A.	\$60.00	\$0.00	\$60.00
TRAINOR, KELLY M.	\$804.00	\$0.00	\$804.00
TRAMONTE, LISA M.	\$60,225.77	\$402.84	\$60,628.61
TRANT, TIFFANY L.	\$71,315.71	\$0.00	\$71,315.71
TREVOR, DENISE A.	\$22,769.72	\$1,317.68	\$24,087.40
TSAKALAKOS, SARAH A.	\$67,426.00	\$76.08	\$67,502.08
TUCKER, ELAINE M.	\$2,841.50	\$0.00	\$2,841.50
TUCKER, LINDSAY M.	\$1,488.00	\$0.00	\$1,488.00
VALCOURT MAHER, MELISSA A.	\$176.04	\$0.00	\$176.04
VENTURA, CATHERINE F.	\$74,219.58	\$8,747.55	\$82,967.13
VERSACKAS, JOSEPH	\$2,776.00	\$0.00	\$2,776.00
VIBBER, STEPHANIE M.	\$1,605.00	\$0.00	\$1,605.00
VIEIRA, BARBARA	\$25,568.26	\$1,091.67	\$26,659.93
VIENS, KIM E.	\$11,910.02	\$4,108.92	\$16,018.94
VILLALPANDO, JONATHAN W.	\$3,186.72	\$0.00	\$3,186.72
VONKAHLE, HEIDI	\$3,296.00	\$0.00	\$3,296.00
WAITE, BRENDA	\$3,599.37	\$0.00	\$3,599.37
WALDRIP, ROBERTA	\$14,257.30	\$96.18	\$14,353.48
WALDRON, SUZANNE M.	\$14,015.35	\$0.00	\$14,015.35
WALKER, JAMES E.	\$45,703.16	\$0.00	\$45,703.16
WALKER, PAIGE W.	\$1,020.00	\$0.00	\$1,020.00
WALLACE, JOY C.	\$23,452.40	\$830.86	\$24,283.26
WALLACE, KATHRYN E.	\$2,591.95	\$0.00	\$2,591.95
WALSH, ANDREW J.	\$52,005.18	\$237.17	\$52,242.35
WALSH, ELAINE	\$52,956.29	\$4,800.19	\$57,756.48
WALSH, REBECCA J.	\$16,308.45	\$739.38	\$17,047.83
WAREHAM, WILLIAM A.	\$37,904.13	\$1,752.05	\$39,656.18
WAUGH, JEANNETTE E.	\$839.18	\$0.00	\$839.18
WEBB, AMANDA T.	\$14,929.47	\$832.61	\$15,762.08
WEIDKNECHT, MARGUERITE K.	\$74,294.73	\$1,498.00	\$75,792.73
WEIR, JOHN S.	\$99,547.37	\$954.61	\$100,501.98
WEISS, EILEEN F.	\$16,569.39	\$308.27	\$16,877.66
WEISSE, CURTIS	\$480.00	\$0.00	\$480.00
WELCH, CHRISTINE T.	\$22,631.28	\$92.37	\$22,723.65

WELCH, DANIELLE M.	\$13,035.00	\$0.00	\$13,035.00
WELCH, DARLENE H.	\$2,458.10	\$0.00	\$2,458.10
WELCH, KELLYN M.	\$41,812.13	\$1,002.55	\$42,814.68
WELCH, PATRICIA	\$38,606.77	\$64.24	\$38,671.01
WENZ, LAURANCE	\$2,996.00	\$0.00	\$2,996.00
WHITE, MARIE L.	\$68,456.37	\$329.89	\$68,786.26
WHITEHOUSE, ANNE C.	\$1,984.10	\$0.00	\$1,984.10
WHITEHOUSE, PATRICIA A.	\$26,071.32	\$3,487.52	\$29,558.84
WHOLLEY, SAMANTHA L.	\$6,614.92	\$75.98	\$6,690.90
WHYNOT, ANN M.	\$72,649.03	\$183.55	\$72,832.58
WILLEY, MICHAEL	\$10,790.36	\$0.00	\$10,790.36
WILLIAMS, CARRIE-ANN	\$3,013.36	\$9.78	\$3,023.14
WILLIAMS, JEANANN	\$12,677.68	\$105.67	\$12,783.35
WILLIAMS, KEITH G.	\$48,992.60	\$205.58	\$49,198.18
WILLIAMS, LAURA	\$17,363.94	\$61.58	\$17,425.52
WINN, DENNIS M.	\$21,979.96	\$0.00	\$21,979.96
WITHAM, CHERYL	\$63,421.12	\$0.00	\$63,421.12
WOODMAN, JANICE M.	\$17,544.40	\$16.49	\$17,560.89
WROBEL, SHELLEY A.	\$68,789.73	\$218.89	\$69,008.62
YORE, SARAH E.	\$68,855.65	\$921.11	\$69,776.76
YOUNG, KEITH E.	\$75,883.34	\$0.00	\$75,883.34
ZAREMBA, SHARON C.	\$31,043.84	\$1,219.47	\$32,263.31
ZERVAS, JONATHAN T.	\$728.00	\$0.00	\$728.00
ZIER, MARY ELLEN	\$9,371.00	\$0.00	\$9,371.00
ZIER, MATTHEW D.	\$4,119.38	\$0.00	\$4,119.38
ZUCCO, ERNEST	\$75,193.56	\$3,289.71	\$78,483.27
ZULLO, LISA M.	\$62,511.28	\$452.85	\$62,964.13
ZWIREK, NICOLE M.	\$69,886.70	\$0.00	\$69,886.70
	\$25,725,943.63	\$1,395,196.73	\$27,121,140.36

\*OTHER may include Overtime, Coaching, Extended Day Program, Adult Education

# At Your Service

(AREA CODE 978)

AMBULANCE.....	911
Admin. Services/Human Resources, Town Hall..	640-4488
Assessors, 11 Town Hall Ave.....	640-4330
Auditor, 11 Town Hall Ave.....	640-4320
Board of Registrars (Voter Information).....	640-4355
Building Commissioner (DPW Building).....	640-4430
Community Development (DPW Building) .....	640-4370
Computer Services, 11 Town Hall Ave. ....	640-4351
Conservation Commission (DPW Building).....	640-4370
FIRE DEPARTMENT (21 Town Hall Ave.)	
To Report a Fire.....	911
Other Fire Information.....	640-4410
Health Board .....	640-4470
Housing Authority (Saunders Circle).....	851-7392
Library (300 Chandler St.).....	640-4490
Parking Clerk, Town Hall.....	640-4356
Planning Board (DPW Building).....	640-4370
Plumbing/Electrical Inspector (DPW Building)	640-4435
POLICE DEPARTMENT, 918 Main Street	
EMERGENCY.....	911
Administrative-Non Emergency.....	640-4381
Detectives.....	640-4380
Dog Officer.....	640-4395
Records.....	640-4385
PUBLIC WORKS (DPW Building, 999 Whipple Rd.)	
Superintendent/Administration Office.....	640-4440
Engineering Division.....	640-4440
Highway Division.....	640-4440
Sewer Division.....	640-4440
Snow & Ice Emergency.....	640-4443
Tree Division .....	640-4440
Water Division	
(Emergencies-Phone Police Dept.).....	640-4448
Water Treatment Plant.....	858-0345
Water Billing Division, 11 Town Hall Ave.....	640-4350
Road Runner Transportation.....	459-0152
Rubbish Disposal & Recycling.....	1-800-442-9006
White Goods, Furniture, Etc. Disposal...	1-800-442-9006
Northern Middlesex Registry of Deeds.....	978-458-8474
Sealer of Weights & Measurers.....	640-4430
Selectmen, Town Hall.....	640-4300
Senior Center, 175 Chandler St.....	640-4480
Cable TV: Channel 10.....	640-4300
Channel 22.....	640-7825
Town Clerk, Town Hall.....	640-4355
Town Manager, Town Hall.....	640-4300
Treasurer/Tax Collector, 11 Town Hall Ave....	640-4340
Veterans Agent, Town Hall.....	640-4485
Voter Information, Town Hall.....	640-4355
Town's Web Site.....	<a href="http://www.tewksbury-ma.gov">www.tewksbury-ma.gov</a>

(AREA CODE 978)

## SCHOOL DEPARTMENT

Athletic Director.....	640-7834
Loella Dewing School, 1469 Andover St.....	640-7858
Heath Brook School, 165 Shawsheen St.....	640-7865
Memorial High School, 320 Pleasant St.....	640-7825
North Street School, 133 North St.....	640-7875
Louise Trahan School, 12 Salem Rd.....	640-7870
John Ryan Elem School, 135 Pleasant St.....	640-7880
John Wynn Middle School, 1 Griffin Way.....	640-7846
Shawsheen Tech. Region. H.S. (Billerica).....	667-2111
Superintendent of Schools, 139 Pleasant St....	640-7801
Business Admin. Office, 139 Pleasant St.....	640-7805

## OTHER ORGANIZATIONS

Welfare Department.....	446-2400
Historical Society .....	978-863-9989
Web Site – <a href="http://www.tewksburyhistoricalsociety.org">www.tewksburyhistoricalsociety.org</a>	
Tewksbury Cemetery, 172 East St.....	978-851-4165
Tewksbury Community Pantry.....	978-858-2273
Office of the Secretary of State.....	1-800-392-6090
Web Site – <a href="http://www.wheredoivotema.com">www.wheredoivotema.com</a>	
Senator Scott Brown (Boston).....	1-617-565-3170
Senator John Kerry (Boston).....	1-617-565-8519
Congresswoman Niki Tsongas (Lowell).....	978-459-0101
State Senator Barry Finegold.....	1-617-722-1612
State Representative James Miceli.....	1-617-722-2460
State Representative Paul Adams.....	1-617-722-2014





# **Annual Report**

## **Town of Tewksbury Massachusetts**



# **2013**

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# ***In Memoriam***

<u><i>Person's Name</i></u>	<u><i>Position Held</i></u>
<i>Bissett, Eleanor</i>	<i>School Cafeteria Staff</i>
<i>Celino, Eleanor</i>	<i>Board of Selectmen's Office</i>
<i>Corey, Eleanor</i>	<i>Election Staff</i>
<i>Gaffney, Mary</i>	<i>Clerical Assistant, Library</i>
<i>Gangi, Hazel</i>	<i>Teacher</i>
<i>Hazel, Carol</i>	<i>Admin. Secretary, COA</i>
<i>Johnson, Elizabeth</i>	<i>Treasurer's Office</i>
<i>LeBlanc, Cynthia</i>	<i>Teacher</i>
<i>Lemieux, Joseph</i>	<i>Teacher</i>
<i>Marshall, James</i>	<i>DPW Staff</i>
<i>Marshall, Merrill</i>	<i>Firefighter</i>
<i>Murphy, Geraldine</i>	<i>Town Clerk's Office</i>
<i>Phalan, William</i>	<i>Personnel Board</i>
<i>Richardson, Rita</i>	<i>Senior Center Volunteer</i>
<i>Ryan, Charles</i>	<i>School Custodian</i>
<i>Senneville, Frances</i>	<i>Senior Center Volunteer</i>

# General Government

*Biograph  
Annual and Special Elections*

*Town Officers  
Town Meeting Warrants*

*Town Committees  
Elections*

## Biograph

1. **Town:**  
Tewksbury, Massachusetts  
Incorporated in 1734
2. **County:**  
Middlesex, ss.
3. **Location:**  
At the junction of two new superhighways in northeastern Massachusetts, U.S. Interstate 495 and U.S. Interstate 93. The Town is bordered on the north by the Merrimack River, northeast by the Town of Andover, southeast by the Town of Wilmington, southwest by the Town of Billerica and borders on the City of Lowell on the west. It is 21 miles from Boston, 50 miles from Worcester, 30 miles from Salisbury Beach, and 230 miles from New York City.
4. **Population:**  
2000 - 30,315  
2005 - 30,730  
2006 - 30,762  
2007 - 32,382  
2008 - 32,774  
2009 - 33,067  
2010 - 32,516 Annual Town Census  
2010 - 28,961 Federal Census  
2011 - 30,309  
2012 - 30,077  
2013 - 29,367
5. **Land Areas:**  
20.70 square miles  
10,789.5 acres
6. **Density:**  
Person per square mile:  
2000 - 1464  
2006 - 1486  
2007 - 1564  
2008 - 1583  
2009 - 1597  
2010 - 1570  
2011 - 1464  
2012 - 1453  
2013 - 1419
7. **Climate:**  
Mean annual precipitation - 43.40 inches  
Mean Temperature - January - 26.6 degrees  
July - 73.7 degrees.
8. **Elevation:**  
Highest Point: Ames Hill, 363 feet;  
North section: 200 feet;  
West section: 150 feet;  
Center: 120 feet;  
South section: 150 feet  
(above mean sea level)
9. **Topography:**  
Fairly level terrain, with elevations varying from 100 feet to 200 feet above sea level. Soil is a mixture of sandy soil in southern section. Wet and moist and of good texture along the central and northern sections.
10. **Established:**  
Inhabitants separated from Billerica in 1733.  
First Town Meeting held January 14, 1734.  
Duly incorporated December 23, 1734.
11. **Form of Government:**  
Open Town Meeting  
Five Member Elected Board of Selectmen  
Appointed Town Manager



## Elected Officers

### Board of Selectmen

David H. Gay	2015
Todd R. Johnson	2016
Douglas W. Sears (Vice-Chair)	2014
James D. Wentworth (Clerk)	2016
Scott D. Wilson (Chair)	2015

### School Committee

James A. Cutelis	2015
Brian H. Dick (Chair)	2014
Dennis G. Francis (Vice-Chair)	2015
Kristen M. Polimeno	2016
Lisa J. Puccia (Clerk)	2016

### Planning Board

Robert A. Fowler	2018
Stephen G. Johnson, Jr.	2016
David J. Plunkett (Vice-Chair)	2015
Nancy L. Reed (Clerk)	2017
Vincent W. Spada (Chair)	2014

### Moderator

Keith E. Rauseo	2014
-----------------	------

### Library Trustees

Joseph C. Frank (Chair)	2016
Robert Homeyer	2014
Paige Ferry Impink (Vice-Chair)	2015
Patrick J. Joyce	2014
Patricia A. Pino	2015
Eugene F. Walsh (Clerk)	2016

### Board of Health

Raymond Barry (Clerk)	2015
Kathleen M. Brothers	2015
Phillip L. French (Chair)	2016
Christine Kinnon	2016
Charles J. Roux (Vice-Chair)	2014

### Town Clerk

Denise Graffeo	2014
----------------	------

### Housing Authority

John W. Deputat	2018
Marc A. DiFruscia	2016
Louise A. Gearty (Chair)	2014
Linda A. Ricardo-Brabant	2015
Robert F. Demers (State Appointee)	2016

### School Committee/Regional Technical

Michael P. Kelley	2015
Patricia M.W. Meuse	2016

## Appointive Officers

Animal Control Officer	Timothy Sullivan
Asst. Treasurer/Collector	Janice Metivier
Board of Health Director	Lou-Ann Clement
Building Commissioner	Ed Johnson
Chief Assessor	Christopher Wilcock
Computer Services	Stephen M. Hattori
Council on Aging Director	Linda Ricardo-Brabant
Director of Community Dev.	Steven Sadwick
Emergency Management	Capt. Michael Sitar, Jr.
Finance Director	Karen Shree Kucala
Fire Chief	Michael Hazel
Library Director	Diane Giarrusso
Planner/Conservation Agent	Kyle Boyd
Police Chief	Timothy Sheehan
Superintendent of Public Works	Brian Gilbert
Superintendent of Schools	John E. O'Connor
Town Counsel	Charles Zaroulis
Town Historian	Warren R. Carey
Town Manager	Richard Montuori
Treasurer/Collector	Kelly Odams
Veterans Agent	James Williams

# Appointed Boards-Committees-Commissions

## Board of Registrars

Denise Graffeo, Town Clerk  
Edward Creamer  
Frank Teague  
Ruth Teague

## Community Preservation Committee

Tom Churchill  
Stephen Deackoff  
Corinne A. Delaney  
David H. Gay  
Richard Montuori  
Donna Pelczar  
Nancy Reed

## Computer Study Committee

David Aznavoorian  
Stephen Hattori  
Nathan Legvold  
Scott Wilson  
Keith Young

## Conservation Commission

Sean Czarniecki  
Stephen Deackoff  
Stan Folta  
Anthony Ippolito  
Carolina V. Linder  
Dennis Sheehan

## Council on Aging

Joanne Aldrich  
Joel Deputat  
Virginia Desmond  
Marie Durgan  
Peg Keefe  
Dvoralyn Kerr  
Warren Layne  
Rose McKenna  
Paul McNaught  
Lorene Patch  
Joan Unger  
Mark Wood

## COA Alternate Members

OPEN  
OPEN  
OPEN

## Bicycle and Pedestrian Advisory Committee

Ann Buskey  
Sandra Campo  
Peter L. Miller III  
Brian J. Rutuccia  
Scott Wilson

## Economic Development Committee

Tracy Clement  
David H. Gay  
Patricia A. Lelos  
Brian Linder  
Richard Montuori  
David J. Plunkett  
Nancy Reed

## Economic Development Process Review Committee

Susan Amato  
Timothy H. Barnes  
Joseph C. Gaiamo  
Todd Johnson  
James M. Keeley  
David Plunkett

## Finance Committee

David Aznavoorian  
Kelly P. Brooks  
Thomas Cooke  
Ralph F. Ford  
Raymond Lisiecki  
David J. McGiness  
Damin Sutherby

## Green Committee

Joseph Cary  
Thomas L. Cooke  
James J. Duffy  
Robert A. Fowler  
Steven Fugarazzo  
Marc P. Ginsburg  
Todd Johnson  
Joseph Russell  
Loretta Ryan  
Anne Marie Stronach  
Green Committee Alternate Member  
Brian Dick

## High School Building Committee

James Cutelis  
Dennis Francis  
Richard Guida  
Ronald Hall  
Patricia Lally  
Richard Montuori  
John C. O'Connor  
Brenda Regan  
Joseph Russell  
Jeffrey Sands  
Vincent Spada  
Ann Marie Stronach

**Historic Commission**

Warren Carey  
Thomas Churchill  
Robert A. Hunter  
Michael J. Hurton  
M. Eileen McDonagh  
Keith Rauseo  
William Wyatt

**Local Housing Partnership**

Jay Axson  
Laura Caplan  
Stephen Deackoff  
Corinne A. Delaney  
David Gay  
Greg Peters  
Nancy Reed  
Ron Roy  
Raymond White

**Mass. Cultural Council - (Arts Lottery Council)**

Erin Buckley  
John Buckley  
Judith Dziadosz  
Maria Galante  
Betsy Greco  
Marie I. Luciano  
M. Eileen McDonagh  
Christian Panasuk  
Lisa Puccia  
Jacqueline Stone

**Personnel Relations Review Board**

Teresa Belanger  
Dawn Cathcart  
David Gay  
Steven Sadwick  
Michele Stein

**Public Events and Celebrations Committee**

Lynn M. DeCost  
David Gay  
Cheryl A. Gay  
Elaine Krauss  
Mary Kate Little  
Krissy M. Polimeno

**Recycling Committee**

Sandra Barbeau  
Sean Czarniecki  
Jae Gray  
Pamela Meroski  
Loretta Ryan  
Joe Smeraldi  
Kristin Smith

**Scholarship and Education Fund Committee**

Sandra Brinquinho  
Thomas Churchill

William Deignan  
John O'Connor  
Keith Rauseo

**School Facilities Study Committee**

Arthy S. Bennett  
Karla A. Branchaud  
Michael J. Cahill  
Stephen J. DeFrancesco  
Shannon M. Demos  
Barbara A. Lawton  
Krissy Polimeno  
Brenda M. Theriault-Regan  
Anne Marie Stronach  
Ex Efficio  
Dr. John O'Connor

**Special Act Charter Committee**

Sandra Barbeau  
James Biewener  
Elizabeth Carey  
Dean Graffeo  
Ronald Hall  
Richard O'Neill  
Vincent Spada  
Scott Wilson  
Ex Efficio Members  
Denise Graffeo  
Keith Rauseo  
Richard Montuori

**Tewksbury Beautification Committee**

Tracy Clement  
Daniel Elliman  
Paige F. Impink  
Joseph Mazzola  
Douglas W. Sears  
Jacqueline Stone  
Sandra Wilson

**Town Center Master Plan Committee**

Brian K. Charron  
Jonathan T. Ciampa  
Stephen Johnson  
Ames M. Keeley  
Jacqueline Stone  
James D. Wentworth  
Scott Wilson

**Trust Fund Commission**

Warren Carey  
Kelly Odams  
Janice Metivier

**Zoning Board of Appeals**

Marc DiFruscia  
Robert Dugan  
Leonard G. Dunn

**ZBA Associate Members**

Jamie Doherty  
Gerald Kutcher



# Federal and State Government

## **PRESIDENT**

Barack Obama (D)  
The White House  
Washington, DC 20500  
Public Opinion "Hot-Line" (202) 456-1111

## **U.S. SENATOR**

Elizabeth Warren (D)  
Boston Address:  
2400 JFK Federal Bldg.  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-3170

Washington Address:  
317 Hart Senate Office Bldg.  
Washington, DC 20510  
(202) 224-4543

## **U.S. SENATOR**

Edward J. Markey (D)  
Boston Address:  
10 Causeway St., Suite 559  
Boston, MA 02222  
(617) 565-8519

Washington Address:  
218 Russell Senate Office Bldg.  
Washington, DC 20510  
(202) 224-2742

## **U.S. REPRESENTATIVE**

John F. Tierney (D)  
6<sup>th</sup> Congressional District  
Washington Address:  
2238 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-8020  
Fax: (202) 225-5915

Lynn Address:  
RM. 412, Lynn City Hall  
Lynn, MA 01902  
Phone: (781) 595-7375  
Fax: (781) 595-7492

## **GOVERNOR**

Deval Patrick (D)  
Massachusetts State House  
Office of the Governor, Room 360  
Boston, MA 02133  
Phone: (617) 725-4005  
Fax: (617) 727-3666

## **STATE SENATOR**

Barry R. Finegold (D)  
Second Essex & Middlesex District  
Room 416B  
State House  
Boston, MA 02133  
(617) 722-1612 Fax: (617) 722-1058  
[Barry.Finegold@MASenate.gov](mailto:Barry.Finegold@MASenate.gov)

Home Address:  
42 Stirling Street  
Andover, MA 01810

## **STATE REPRESENTATIVE**

James R. Miceli (D) Wilmington  
Nineteenth Middlesex District  
Precincts: 1-1A-2-2A-4-4A  
Room 446                      District Office:  
State House                      11 Webber St  
Boston, MA 02133      Wilmington, MA 01887  
(617) 722-2460              (978) 658-9797  
[James.Miceli@mahouse.gov](mailto:James.Miceli@mahouse.gov)

James J. Lyons, Jr. (R) Andover  
Eighteenth Essex District  
Precincts 3-3A  
Room 39                      District Office:  
State House                      12 High Vale Ln  
Boston, MA 02133              Andover, MA 01810  
Phone: (617) 722-2014  
Fax: (617) 626-0246  
[James.Lyons@mahouse.gov](mailto:James.Lyons@mahouse.gov)

# Town Meetings and Elections

## Annual Town Election April 6, 2013

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 8:00 AM and closed at 8:00 PM. There were 2,750 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Katherine Maher, Warden	Marie T. Magro, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	David Barletta, Warden	Laurence Bairstow, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

Precinct	1	1A	2	2A	3	3A	4	4A	Total
<b>Total Votes Cast</b>	<b>310</b>	<b>387</b>	<b>321</b>	<b>294</b>	<b>341</b>	<b>381</b>	<b>296</b>	<b>420</b>	<b>2,750</b>

### BOARD OF SELECTMEN

(Vote for 2)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	86	105	87	81	99	117	65	98	738
<b>Todd R. Johnson</b>	190	259	159	141	211	223	187	257	1,627
Mary Ellen Fernald	42	51	45	36	54	48	46	64	386
Robert T. Marcin	25	27	14	19	24	51	34	44	238
Richard E. Menard	36	79	133	89	36	58	69	97	597
Kenneth A. Miano	34	60	65	74	50	57	50	59	449
<b>James D. Wentworth</b>	206	191	138	146	205	206	139	220	1,451
Write-ins	1	2	1	2	3	2	2	1	14
<b>TOTAL</b>	<b>620</b>	<b>774</b>	<b>642</b>	<b>588</b>	<b>682</b>	<b>762</b>	<b>592</b>	<b>840</b>	<b>5,500</b>

### SCHOOL COMMITTEE

(Vote for 2)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	115	132	134	129	120	161	99	146	1,036
<b>Kristen M. Polimeno</b>	244	297	220	216	269	270	222	305	2,043
Raymond A. Lisiecki	119	163	116	102	151	156	116	208	1,131
<b>Lisa J. Puccia</b>	139	182	170	139	141	175	154	179	1,279
Write-ins	3	0	2	2	1	0	1	2	11
<b>TOTAL</b>	<b>620</b>	<b>774</b>	<b>642</b>	<b>588</b>	<b>682</b>	<b>762</b>	<b>592</b>	<b>840</b>	<b>5,500</b>

**PLANNING BOARD**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	70	91	84	84	84	113	59	110	695
<b>Robert A. Fowler</b>	237	291	234	207	253	265	235	305	2,027
Write-ins	3	5	3	3	4	3	2	5	28
<b>TOTAL</b>	<b>310</b>	<b>387</b>	<b>321</b>	<b>294</b>	<b>341</b>	<b>381</b>	<b>296</b>	<b>420</b>	<b>2,750</b>

**BOARD OF HEALTH (3 YR TERM)**

(Vote for 2)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	145	164	149	134	162	173	118	184	1,229
<b>Phillip L. French</b>	196	233	172	170	230	225	173	244	1,643
<b>Christine E. Kinnon</b>	184	248	171	181	202	240	194	262	1,682
James M. Killion	94	127	150	95	88	123	105	148	930
Write-ins	1	2	0	8	0	1	2	2	16
<b>TOTAL</b>	<b>620</b>	<b>774</b>	<b>642</b>	<b>588</b>	<b>682</b>	<b>762</b>	<b>592</b>	<b>840</b>	<b>5,500</b>

**BOARD OF HEALTH (2 YR UNEXPIRED TERM)**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	61	73	68	74	71	86	59	89	581
<b>Raymond M. Barry</b>	113	117	137	114	176	189	130	182	1,158
Joseph F. Knight III	134	197	115	103	92	106	107	147	1,001
Write-ins	2	0	1	3	2	0	0	2	10
<b>TOTAL</b>	<b>310</b>	<b>387</b>	<b>321</b>	<b>294</b>	<b>341</b>	<b>381</b>	<b>296</b>	<b>420</b>	<b>2,750</b>

**LIBRARY TRUSTEE**

(Vote for 2)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	196	221	210	178	211	268	180	270	1,734
<b>Joseph C. Frank</b>	209	273	214	206	231	238	200	280	1,851
<b>Eugene F. Walsh</b>	213	277	218	199	239	253	209	285	1,893
Write-ins	2	3	0	5	1	3	3	5	22
<b>TOTAL</b>	<b>620</b>	<b>774</b>	<b>642</b>	<b>588</b>	<b>682</b>	<b>762</b>	<b>592</b>	<b>840</b>	<b>5,500</b>

**SHAWSHEEN REGIONAL TECHNICAL SCHOOL COMMITTEE**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	16	20	23	12	21	23	19	22	156
<b>Patricia M. W. Meuse</b>	172	229	192	174	201	209	174	256	1,607
Richard O'Neill, Jr.	122	138	106	106	119	149	103	142	985
Write-ins	0	0	0	2	0	0	0	0	2
<b>TOTAL</b>	<b>310</b>	<b>387</b>	<b>321</b>	<b>294</b>	<b>341</b>	<b>381</b>	<b>296</b>	<b>420</b>	<b>2,750</b>

**HOUSING AUTHORITY**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	86	90	87	85	87	110	72	114	731
<b>John W. Deputat</b>	224	295	233	206	254	271	224	306	2,013
Write-ins	0	2	1	3	0	0	0	0	6
<b>TOTAL</b>	<b>310</b>	<b>387</b>	<b>321</b>	<b>294</b>	<b>341</b>	<b>381</b>	<b>296</b>	<b>420</b>	<b>2,750</b>

<b># Eligible Voters</b>	20,931
<b>Total Votes Cast</b>	2,750
<b>Percent</b>	13.1%



# Special State Primary

## April 30, 2013

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 3,154 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	Judith Colman, Warden	David Barletta, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Robert MacInnis, Clerk

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Democrat	264	296	243	193	271	253	299	321	2,140
Republican	126	145	98	91	142	139	143	130	1,014
<b>Total Votes Cast</b>	<b>390</b>	<b>441</b>	<b>341</b>	<b>284</b>	<b>413</b>	<b>392</b>	<b>442</b>	<b>451</b>	<b>3,154</b>

### DEMOCRAT

#### SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	1	1	0	0	0	0	0	0	2
<b>Stephen F. Lynch</b>	155	185	150	117	175	151	172	193	1,298
Edward J. Markey	108	110	93	76	95	101	126	128	837
Write-ins	0	0	0	0	1	1	1	0	3
<b>TOTAL</b>	<b>264</b>	<b>296</b>	<b>243</b>	<b>193</b>	<b>271</b>	<b>253</b>	<b>299</b>	<b>321</b>	<b>2,140</b>

### REPUBLICAN

#### SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	1	1	0	0	0	0	1	1	4
<b>Gabriel E. Gomez</b>	56	78	45	50	82	68	71	68	518
Michael J. Sullivan	43	49	40	32	45	59	53	46	367
Daniel B. Winslow	25	16	13	9	15	11	18	15	122
Write-ins	1	1	0	0	0	1	0	0	3
<b>TOTAL</b>	<b>126</b>	<b>145</b>	<b>98</b>	<b>91</b>	<b>142</b>	<b>139</b>	<b>143</b>	<b>130</b>	<b>1,014</b>

# Eligible Voters	20,953
Total Votes Cast	3,154
Percent	15.1%

# Annual Town Meeting

## May 6 & 8, 2013

Tewksbury Memorial High School  
320 Pleasant Street  
2013 Annual Town Meeting  
May 6 & 8, 2013

Moderator Keith Rauseo called to order the 2013 Annual Town Meeting at 8:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession. Mr. Rauseo welcomed attendees, who have come to participate in the governing of our Town.

To offer the invocation, the Moderator invited Tewksbury Selectman Douglas Sears, Pastor of Unity Boston Church, in Brookline to the podium.

In 2012, Tewksbury lost several individuals who gave years of service to our community. Their names are listed on page 4 of the 2012 Annual Town Report. Moderator Rauseo read the names of those individuals into the record.

Moderator Rauseo's opening statements reflected upon a few recent incidents that have had a great impact on our community:

"Since our last Town Meeting in October, the actions of a miserable few have ironically, but not unexpectedly, brought out the best of humanity. In Newtown, Connecticut, during an unthinkable school shooting, educators acted as human shields to protect their students. In Boston, public safety personnel and race volunteers ran into a war zone to assist the victims of the Marathon bombing, who have shown incredible resiliency and courage themselves. In Watertown, police engaged in a surreal firefight on neighborhood streets, and joined with military personnel in an unprecedented manhunt to capture the remaining terrorist. And an 8-year-old boy left us with the heartbreaking but poignant message: "No more hurting people. Peace".

Moderator Rauseo called for a Moment of Silence in memory and in honor of our late town employees; all other residents who passed away last year; the victims and heroes of Newtown, Boston, and Watertown; and the servicemen and women around the world who put themselves on the line every day for our protection and freedom.

To represent our first responders, Fire Chief Michael Hazel, Police Chief Timothy Sheehan, Superintendent of Schools Dr. John O'Connor, and Veterans Agent James Williams led the Assembly in The Pledge of Allegiance.

To honor our nation and our flag, Ally Lewis of the TMHS class of 2013, sang our National Anthem.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their yellow voting ribbons. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to make an amendment on an article. He reminded those in attendance, "Town Meeting works when voters respect its rules and respect each other. Recent events have brought us all together. Let's maintain that spirit throughout Town Meeting, and keep any disagreements civil."

Mr. Thomas Cooke, the chairman of the Finance Committee, will make the first motion on every article unless the Finance Committee is deferring to another board.

Scott Wilson, Chairman of the Board of Selectmen, announced that the Annual Post Office Food Drive will be held on Saturday, May 11, 2013. All items collected will benefit the 250 families that the Tewksbury Food Pantry supports monthly. Residents who wish to contribute should leave non-perishable food items by their mailbox on Saturday. For more information, those interested may visit the Food Pantry's website at [www.tewksburypantry.org](http://www.tewksburypantry.org)

On Monday May 6, 2013, there were 324 voters and 24 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 8:12 PM 5/6/13

Town Manager, Richard Montuori, gave an overview of the Town's budget.

After the adoption of James Giasullo's amendment to Article 4 at 10:21 PM, in consideration of the Town Manager's request to offer amendments to re-balance the budget, the Moderator re-opened for debate, the following budget classifications; General Government, Community Services, Department of Public Works, and Unclassified, and there were no objections. Moderator Rauseo called for a brief recess to give time for the Town Manager to prepare his amendment to Article 4. Town Meeting reconvened at 10:30 PM.

Moderator Rauseo announced that he will step aside for discussion on Article 38, because he is the sponsor. Town Clerk, Denise Graffeo, presided over Article 38 pursuant to MGL Chapter 39, Sec. 14.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the Monday session of the 2013 Annual Town Meeting to Wednesday May 8, 2013 at 8:00 PM and this motion was Adopted. 11:05 PM 5/6/13

Moderator Rauseo re-opened the 2013 Annual Town Meeting on Wednesday, May 8, 2013 at 8:00 PM

Veteran's Agent, James Williams reminded residents of the Memorial Day ceremony which will be held in the Tewksbury Cemetery on May 27, 2013 beginning at 12:45 PM with a parade to follow beginning at the Town Common at 2:00 PM.

On Wednesday, May 8, 2013 there were 300 voters and 27 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the 2013 Annual Town Meeting Sine Die, and this motion was Adopted. 10:11 PM 5/8/13

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# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

DENISE GRAFFEO  
TOWN CLERK

Phone: 978-640-4355  
Fax: 978-851-8610  
dgraffeo@tewksbury-ma.gov

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41,

Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on May 6, 2013.

### APPROPRIATION CERTIFICATE – ANNUAL TOWN MEETING – MAY 6 & 8, 2013

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	REVOLVING FUNDS
4 GENERAL FUND BUDGET	88,535,324.	466,995.						
5 SEWER ENT. FUND					6,103,578.			
6 WATER ENT. FUND					5,625,637.			
7 TOWN ONE TIME ITEMS			635,368.					
8 SCHOOL ONE TIME ITEMS			608,345.					
9 HIGH SCHOOL MAINTENANCE		125,000.						
10 MICROWAVE SYSTEM			100,000.					
11 WATER TREATMENT RENOVATION						1,250,000.		
12 WATER SYSTEM IMPROVEMENTS					175,000.			
13 WATER SYSTEM VEHICLE			29,500.		25,000.		25,000.	
14 SEWER SYSTEM IMPROVEMENTS							130,000.	
15 TAX RELIEF PROGRAM			35,000.					
16 RECYCLING REVOLVING								200,000.
17 HYDRANT MARKER REVOLVING								20,000.
18 RAIL TRAIL				35,000.				
19 WAMESIT STATUE				7,500.				
20 COMMUNITY PRESERVATION				771,435.				
21 AFFORDABLE HOUSING			2,414,502.					
27 REVOLVING FUNDS								365,000.
TOTALS	88,535,324	591,995.	3,822,715.	813,935.	11,929,215.	1,250,000.	155,000.	585,000

Raise & Appropriate \$88,535,324.00

Transfer From Free Cash \$591,995.00

Transfers \$3,822,715.00

CPA Appropriation \$813,935.00

Enterprise Funds \$11,929,215.00

Total Water Enterprise Retained \$1,250,000.00

Total Sewer Enterprise Retained \$155,000.00

Revolving Funds \$585,000.00

ATTEST:  
DENISE GRAFFEO  
TOWN CLERK

## SECTION 1

### ARTICLE 1

To choose all necessary Town Officers, by ballot,

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three (3) years; Two (2) members of the School Committee for three years; One (1) member of the Planning Board for five years; Two (2) members of the Board of Health for three years; One (1) member of the Board of Health (unexpired seat) for two years; Two (2) Library Trustees for three years; One (1) position on the Shawsheen Regional Technical School Committee for three years; and One (1) member of the Housing Authority for five years.

Accomplished at the April 6, 2013 Annual Town Election

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## SECTION 2

ARTICLE 2	Elected Official Salaries	
ARTICLE 3	Consent Calendar	
ARTICLE 4	Budget	
ARTICLE 5	Budget Related	Sewer Enterprise Fund
ARTICLE 6	Budget Related	Water Enterprise Fund
ARTICLE 7	Budget Related	One Time Expenditures
ARTICLE 8	Budget Related	Town Wide School Maintenance
ARTICLE 9	Budget Related	Maintain/Upkeep for High School
ARTICLE 10	Budget Related	Town/School Communication System
ARTICLE 11	Budget Related	Water Treatment Plant Renovation/Upgrade
ARTICLE 12	Budget Related	Water System Improvements
ARTICLE 13	Budget Related	Water/System Vehicle
ARTICLE 14	Budget Related	Sewer System Improvements
ARTICLE 15	Budget Related	Tax Relief Programs
ARTICLE 16	Budget Related	Recycling Revolving Funds
ARTICLE 17	Budget Related	Hydrant Marker Revolving Fund
ARTICLE 18	Budget Related	Tewksbury Trail Rail
ARTICLE 19	Budget Related	Wamesit Indian Statue
ARTICLE 20	Budget Related	Affordable Housing
ARTICLE 21	Budget Related	AHTF Allocation Plan
ARTICLE 22	Budget Related	Easement – Towers Drive/Main Streets
ARTICLE 23	Budget Related	Affordable Housing

## ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2014.

	<u>FY13 Budgeted</u>	<u>FY14 Requested</u>
<u>BOARD OF HEALTH</u>		
Chairman	405	405
Members (4)	315	315
<u>MODERATOR</u>	450	450
<u>PLANNING BOARD</u>		
Chairman	1080	1080
Members (4)	765	765
<u>SCHOOL COMMITTEE</u>		
Chairman	2700	2700
Members (4)	2250	2250
<u>SELECTMEN</u>		
Chairman	5400	5400
Members (4)	4500	4500

The Moderator noted a Scrivener's error on page 4 of the Warrant. "FY13 Present" should be "FY 13 Budgeted", and there were no objections.

Motion: The Finance Committee motioned to Adopt Article 2

Vote: Article 2 was Adopted

8:13 PM

5/6/13

**Executive Summary:** The purpose of the article is to fix the salaries of certain elected Town officials.

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## ARTICLE 3

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

ARTICLE 3-24 Accept the Annual Report

ARTICLE 3-25 Lease/Purchase Agreement

ARTICLE 3-26 Authorize Chapter 90 Funds

ARTICLE 3-27 Re-Authorize Revolving Funds

Motion: The Finance Committee motioned for Adoption of Consent Calendar Articles 3-24, 3-25, 3-26, and 3-27

Vote: Consent Calendar Articles 3-24, 3-25, 3-26, and 3-27 were Adopted

8:14 PM

5/6/13

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#### ARTICLE 3-24

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-24

Voted: Article 3-24 was Adopted

8:14 PM

5/6/13

**Executive Summary:** The purpose of the article is to accept the report of various Town officers; which are in the 2012 Town Report located on the Town's Website.

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#### ARTICLE 3-25

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five (5) years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-25

Voted: Article 3-25 was Adopted

8:14 PM

5/6/13

**Executive Summary:** This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town departments subject to an annual appropriation.

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#### ARTICLE 3-26

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-26

Voted: Article 3-26 was Adopted

8:14 PM

5/6/13

**Executive Summary:** Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the Town to spend these funds.

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### ARTICLE 3-27

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53E1/2 of the Massachusetts General Laws, the following self-sufficient revolving funds as noted below. The funds shall be credited with all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below; or take any action relative thereto.

#### **TOWN OF TEWKSBURY REVOLVING FUNDS**

NAME	DEPARTMENT	PURPOSE	AUTHORIZATION	EXPENDITURE
Council on Aging	Council on Aging	Trips and Activities	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept. of Public Works	Maintain Stormwater	Town Manager	\$50,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000

Town Manager

Motion: The Finance Committee motioned to Adopt Article 3-27

Voted: Article 3-27 was Adopted

8:14 PM

5/6/13

**Executive Summary:** This article reauthorizes the Town to continue self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

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# **ARTICLE 4**

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees and officers for the fiscal year which begins July 1, 2013; or take any action relative thereto.

## **TOWN OF TEWKSBURY FY14 GENERAL FUND BUDGET**

<b>General Fund Budget Classification</b>	<b>FY2012 EXPENDED</b>	<b>FY2013 BUDGETED</b>	<b>FY2014 DEPT REQ</b>	<b>FY2014 TM REC</b>	<b>FY2014 AMENDED</b>
<b>General Government</b>					
<b>Moderator</b>					
Salaries	563	450	450	450	450
Operating	-	75	75	75	75
Capital Outlay	-	-	-	-	-
<b>Total Moderator Budget</b>	<b>563</b>	<b>525</b>	<b>525</b>	<b>525</b>	<b>525</b>
<b>Selectmen</b>					
Salaries	28,490	26,384	26,384	26,384	26,384
Operating	173,464	112,413	111,140	111,140	111,140
Capital Outlay	-	-	-	-	-
<b>Total Selectmen Budget</b>	<b>201,953</b>	<b>138,797</b>	<b>137,524</b>	<b>137,524</b>	<b>137,524</b>
<b>Town Manager</b>					
Salaries	268,586	276,459	281,748	281,748	281,748
Water Enterprise Fund Allocation	(7,950)	(7,400)	(7,548)	(7,548)	(7,548)
Sewer Enterprise Fund Allocation	(7,950)	(7,400)	(7,548)	(7,548)	(7,548)
Total Salaries Net of Allocations	252,686	261,659	266,652	266,652	266,652
Operating	4,060	4,498	4,800	4,800	4,800
Capital Outlay	-	-	-	-	-
<b>Total Town Manager Budget</b>	<b>272,646</b>	<b>280,957</b>	<b>286,548</b>	<b>286,548</b>	<b>286,548</b>
<b>Total Town Manager Budget Net Allocations</b>	<b>256,746</b>	<b>266,157</b>	<b>271,452</b>	<b>271,452</b>	<b>271,452</b>
<b>Finance Committee</b>					
Salaries	2,157	2,515	2,515	2,515	2,515
Operating	326	679	679	679	679
Capital Outlay	-	-	-	-	-
<b>Total Finance Committee Budget</b>	<b>2,483</b>	<b>3,194</b>	<b>3,194</b>	<b>3,194</b>	<b>3,194</b>
<b>Town Counsel</b>					
Operating	145,575	150,000	150,000	150,000	150,000
<b>Total Operating</b>	<b>145,575</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Administrative Services</b>					
Salaries	41,550	45,779	51,903	51,903	51,903
Water Enterprise Fund Allocation	(484)	(674)	(746)	(746)	(746)
Sewer Enterprise Fund Allocation	(484)	(674)	(746)	(746)	(746)
Health Insurance Trust	-	-	-	-	-
Total Salaries Net of Allocations	40,582	44,431	50,411	50,411	50,411
Operating	18,357	12,950	13,415	13,415	13,415
Water Enterprise Fund Allocation	(180)	(194)	(201)	(201)	(201)
Sewer Enterprise Fund Allocation	(180)	(194)	(201)	(201)	(201)
Total Operating Net of Allocations	17,997	12,562	13,013	13,013	13,013
Capital Outlay	-	-	-	-	-
<b>Total Administrative Services Budget</b>	<b>59,907</b>	<b>58,729</b>	<b>65,318</b>	<b>65,318</b>	<b>65,318</b>
<b>Total Administrative Services Budget Net Allocations</b>	<b>58,579</b>	<b>56,993</b>	<b>63,424</b>	<b>63,424</b>	<b>63,424</b>
<b>Town Clerk</b>					
Salaries	163,340	176,638	186,921	186,921	186,921



General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
<i>Operating</i>	14,319	12,165	15,005	15,005	15,005
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Clerk Budget</b>	<b>177,660</b>	<b>188,803</b>	<b>201,926</b>	<b>201,926</b>	<b>201,926</b>
<b>Election</b>					
<i>Salaries</i>	21,886	37,600	14,400	14,400	14,400
<i>Operating</i>	8,227	10,750	6,430	6,430	6,430
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Election Budget</b>	<b>30,113</b>	<b>48,350</b>	<b>20,830</b>	<b>20,830</b>	<b>20,830</b>
<b>Board of Registrars</b>					
<i>Salaries</i>	2,850	2,850	2,850	2,850	2,850
<i>Operating</i>	100	700	700	700	700
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Registrars Budget</b>	<b>2,950</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>
<b>Computer Services</b>					
<i>Salaries</i>	159,048	162,347	163,470	148,047	106,198
Water Enterprise Fund Allocation	(2,388)	(2,333)	(1,275)	(1,275)	(1,275)
Sewer Enterprise Fund Allocation	(2,388)	(2,333)	(1,275)	(1,275)	(1,275)
<i>Total Salaries Net of Allocations</i>	<i>154,272</i>	<i>157,681</i>	<i>160,920</i>	<i>145,497</i>	<i>103,648</i>
<i>Operating</i>	206,665	233,932	85,512	83,512	83,512
<i>Capital Outlay</i>	33,173	8,000	8,000	8,000	8,000
<b>Total Computer Services Budget</b>	<b>398,886</b>	<b>404,279</b>	<b>256,982</b>	<b>239,559</b>	<b>239,559</b>
<b>Total Computer Services Budget Net Allocations</b>	<b>394,110</b>	<b>399,613</b>	<b>254,432</b>	<b>237,009</b>	<b>195,160</b>
<b>Total General Government</b>	<b>1,292,735</b>	<b>1,277,184</b>	<b>1,126,396</b>	<b>1,108,973</b>	<b>1,108,973</b>
<b>Total General Government Net Allocations</b>	<b>1,270,731</b>	<b>1,255,982</b>	<b>1,106,856</b>	<b>1,089,433</b>	<b>1,047,584</b>
<b>Finance Department</b>					
<b>Accounting</b>					
<i>Salaries</i>	185,265	202,247	205,736	205,736	205,736
Water Enterprise Fund Allocation	(5,095)	(4,958)	(5,143)	(5,143)	(5,143)
Sewer Enterprise Fund Allocation	(5,095)	(4,958)	(5,143)	(5,143)	(5,143)
<i>Total Salaries Net of Allocations</i>	<i>175,075</i>	<i>192,331</i>	<i>195,450</i>	<i>195,450</i>	<i>195,450</i>
<i>Operating</i>	35,355	5,275	184,628	170,362	170,362
Water Enterprise Fund Allocation	(116)	(132)	(4,259)	(4,259)	(4,259)
Sewer Enterprise Fund Allocation	(116)	(132)	(4,259)	(4,259)	(4,259)
<i>Total Operating Net of Allocations</i>	<i>35,123</i>	<i>5,011</i>	<i>176,110</i>	<i>161,844</i>	<i>161,844</i>
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Accounting Budget</b>	<b>220,620</b>	<b>207,522</b>	<b>390,364</b>	<b>376,098</b>	<b>376,098</b>
<b>Total Accounting Budget</b>	<b>210,198</b>	<b>197,342</b>	<b>371,560</b>	<b>357,294</b>	<b>357,294</b>
<b>Assessor</b>					
<i>Salaries</i>	232,861	214,395	230,138	233,284	233,284
<i>Operating</i>	17,269	22,965	53,400	42,900	42,900
<i>Capital Outlay</i>	1,500	-	-	-	-
<b>Total Assessor Budget</b>	<b>251,630</b>	<b>237,360</b>	<b>283,538</b>	<b>276,184</b>	<b>276,184</b>
<b>Treasurer/Collector</b>					
<i>Salaries</i>	325,577	295,635	299,441	299,441	299,441
Water Enterprise Fund Allocation	(16,926)	(17,932)	(18,798)	(18,798)	(18,798)
Sewer Enterprise Fund Allocation	(16,926)	(17,932)	(18,798)	(18,798)	(18,798)
<i>Total Salaries Net of Allocations</i>	<i>291,725</i>	<i>259,771</i>	<i>261,846</i>	<i>261,846</i>	<i>261,846</i>
<i>Operating</i>	164,307	130,576	132,733	130,233	130,233
Water Enterprise Fund Allocation	(13,192)	(9,450)	(10,023)	(10,023)	(10,023)
Sewer Enterprise Fund Allocation	(13,192)	(9,450)	(10,023)	(10,023)	(10,023)
<i>Total Operating Net of Allocations</i>	<i>137,923</i>	<i>111,676</i>	<i>112,687</i>	<i>110,187</i>	<i>110,187</i>

General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Treasurer/Collector Budget</b>	<b>489,883</b>	<b>426,211</b>	<b>432,174</b>	<b>429,674</b>	<b>429,674</b>
<b>Total Treasurer/Collector Budget Net Allocations</b>	<b>429,647</b>	<b>371,447</b>	<b>374,533</b>	<b>372,033</b>	<b>372,033</b>
<b>Total Finance Department</b>	<b>962,133</b>	<b>871,092</b>	<b>1,106,076</b>	<b>1,081,956</b>	<b>1,081,956</b>
<b>Total Finance Department Net Allocations</b>	<b>891,475</b>	<b>806,148</b>	<b>1,029,630</b>	<b>1,005,510</b>	<b>1,005,510</b>
<b>Community Services</b>					
<b>Cable Television</b>					
<i>Salaries</i>	2,853	2,160	2,160	2,160	2,160
<i>Operating</i>	463	969	969	969	969
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cable Television Budget</b>	<b>3,316</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>
<b>Veteran's Services</b>					
<i>Salaries</i>	49,376	50,378	51,366	51,366	51,366
<i>Operating</i>	219,222	148,350	195,033	195,033	150,943
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Veteran's Budget</b>	<b>268,598</b>	<b>198,728</b>	<b>246,399</b>	<b>246,399</b>	<b>202,309</b>
<b>Exceptional Children</b>					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Exceptional Children Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Events</b>					
<i>Operating</i>	1,350	3,100	3,100	3,100	3,100
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Community Events Budget</b>	<b>1,350</b>	<b>3,100</b>	<b>3,100</b>	<b>3,100</b>	<b>3,100</b>
<b>Parks and Recreation</b>					
<i>Salaries</i>	54,928	82,029	83,100	83,100	83,100
<i>Operating</i>	67,508	48,680	41,235	41,235	41,235
<i>Capital Outlay</i>	9,867	-	-	-	-
<b>Total Parks and Recreation Budget</b>	<b>132,304</b>	<b>130,709</b>	<b>124,335</b>	<b>124,335</b>	<b>124,335</b>
<b>Total Community Services</b>	<b>405,568</b>	<b>335,667</b>	<b>376,963</b>	<b>376,963</b>	<b>332,873</b>
<b>Council on Aging</b>					
<i>Salaries</i>	125,724	156,192	203,082	167,697	167,697
<i>Operating</i>	69,319	72,030	72,930	72,030	72,030
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Council on Aging Budget</b>	<b>195,043</b>	<b>228,222</b>	<b>276,012</b>	<b>239,727</b>	<b>239,727</b>
<b>Facilities</b>					
<b>Town Hall</b>					
<i>Salaries</i>	32,333	42,071	42,893	42,893	42,893
<i>Operating</i>	45,296	33,870	33,870	33,870	33,870
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Hall Budget</b>	<b>77,629</b>	<b>75,941</b>	<b>76,763</b>	<b>76,763</b>	<b>76,763</b>
<b>Auxiliary Buildings</b>					
<i>Operating</i>	35,986	32,400	32,400	32,400	32,400
<b>Total Auxiliary Buildings Budget</b>	<b>35,986</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>
<b>Cemeteries</b>					



General Fund Budget Classification	FY2012 EXPENDED	FY2013 BUDGETED	FY2014 DEPT REQ	FY2014 TM REC	FY2014 AMENDED
<i>Operating</i>	3,000	3,000	3,000	3,000	3,000
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cemeteries Budget</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Facilities</b>	<b>116,616</b>	<b>111,341</b>	<b>112,163</b>	<b>112,163</b>	<b>112,163</b>
<b>Library</b>					
<i>Salaries</i>	626,362	689,975	707,477	697,664	697,664
<i>Operating</i>	228,119	246,778	251,748	251,748	251,748
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Library Budget</b>	<b>854,480</b>	<b>936,753</b>	<b>959,225</b>	<b>949,412</b>	<b>949,412</b>
<b>Planning and Development</b>					
<b>Planning (Community Development)</b>					
<i>Salaries</i>	208,164	230,077	231,188	231,188	231,188
Wetlands Protection Allocation	(10,000)	-	-	-	-
Total Salaries Net of Allocations	198,164	230,077	231,188	231,188	231,188
<i>Operating</i>	19,608	20,785	24,285	24,285	24,285
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Community Development Budget</b>	<b>227,772</b>	<b>250,862</b>	<b>255,473</b>	<b>255,473</b>	<b>255,473</b>
<b>Total Community Development Budget Net Allocations</b>	<b>217,772</b>	<b>250,862</b>	<b>255,473</b>	<b>255,473</b>	<b>255,473</b>
<b>Building Department</b>					
<i>Salaries</i>	214,960	235,488	239,552	245,317	245,317
Water Enterprise Fund Allocation	(2,025)	(1,525)	(1,617)	(1,617)	(1,617)
Sewer Enterprise Fund Allocation	(5,570)	(3,557)	(3,772)	(3,772)	(3,772)
Total Salaries Net of Allocations	207,365	230,406	234,163	239,928	239,928
<i>Operating</i>	5,363	5,010	5,210	5,210	5,210
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Building Department Budget</b>	<b>220,323</b>	<b>240,498</b>	<b>244,762</b>	<b>250,527</b>	<b>250,527</b>
<b>Total Building Department Budget Net Allocations</b>	<b>212,728</b>	<b>235,416</b>	<b>239,373</b>	<b>245,138</b>	<b>245,138</b>
<b>Board of Health</b>					
<i>Salaries</i>	208,948	211,917	226,014	226,014	226,014
<i>Operating</i>	10,162	6,225	6,225	8,225	8,225
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Health Budget</b>	<b>219,109</b>	<b>218,142</b>	<b>232,239</b>	<b>234,239</b>	<b>234,239</b>
<b>Total Planning and Development</b>	<b>667,204</b>	<b>709,502</b>	<b>732,474</b>	<b>740,239</b>	<b>740,239</b>
<b>Total Planning and Development Net Allocations</b>	<b>649,609</b>	<b>704,420</b>	<b>727,085</b>	<b>734,850</b>	<b>734,850</b>
<b>Public Safety</b>					
<b>Police</b>					
<i>Salaries</i>	4,883,486	5,094,245	5,295,466	5,253,288	5,253,288
<i>Operating</i>	574,353	550,490	435,823	435,823	435,823
<i>Capital Outlay</i>	122,852	114,117	163,325	163,325	163,325
<b>Total Police Budget</b>	<b>5,580,690</b>	<b>5,758,852</b>	<b>5,894,614</b>	<b>5,852,436</b>	<b>5,852,436</b>
<b>Fire</b>					
<i>Salaries</i>	3,852,908	4,150,970	3,909,857	3,875,556	4,226,556
<i>Operating</i>	250,983	326,421	271,206	271,206	271,206
<i>Capital Outlay</i>	373,464	-	-	-	-
<b>Total Fire Budget</b>	<b>4,477,355</b>	<b>4,477,391</b>	<b>4,181,063</b>	<b>4,146,762</b>	<b>4,497,762</b>
<b>Emergency Management</b>					



General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
<i>Salaries</i>	4,827	4,637	4,637	4,637	4,637
<i>Operating</i>	24,552	26,635	27,685	27,685	27,685
<i>Capital Outlay</i>	13,753	-	11,100	-	-
<b>Total Emergency Mgt. Budget</b>	<b>43,131</b>	<b>31,272</b>	<b>43,422</b>	<b>32,322</b>	<b>32,322</b>
<b>Parking Clerk</b>					
<i>Salaries</i>	4,000	4,000	4,000	4,000	4,000
<i>Operating</i>	362	1,200	1,200	1,200	1,200
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Parking Clerk Budget</b>	<b>4,362</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
<b>Total Public Safety Budget</b>	<b>10,105,539</b>	<b>10,272,715</b>	<b>10,124,299</b>	<b>10,036,720</b>	<b>10,387,720</b>
<b>School Departments</b>					
<b>Tewksbury</b>					
<i>Salaries</i>	24,578,563	25,338,760	26,450,081	26,234,650	26,234,650
<i>Operating</i>	11,905,082	12,243,226	12,157,510	12,157,510	12,157,510
<i>Capital Outlay</i>	20,000	20,000	20,000	20,000	20,000
<b>Total School Operating Budget</b>	<b>36,503,645</b>	<b>37,601,986</b>	<b>38,627,591</b>	<b>38,412,160</b>	<b>38,412,160</b>
<i>Offsets</i>	(1,615,300)	(1,857,000)	(2,004,837)	(2,004,837)	(2,004,837)
<b>Net School Operating Budget</b>	<b>34,888,345</b>	<b>35,744,986</b>	<b>36,622,754</b>	<b>36,407,323</b>	<b>36,407,323</b>
<b>Fixed Costs</b>					
<i>Health</i>	7,552,860	7,740,957.00	8,357,191	8,357,191	8,357,191
<i>Retirement</i>	866,844	903,772.00	961,625	961,625	961,625
<i>Medicare</i>	345,000	365,000.00	375,950	375,950	375,950
<i>Unemployment</i>	57,000	40,000.00	40,000	40,000	40,000
<i>Insurance</i>	112,951	112,951.00	152,918	152,918	152,918
<i>Principal</i>	10,000	40,000.00	11,945	11,945	11,945
<i>Long Term Interest</i>	1,575	1,325.00	1,464	1,464	1,464
<i>Short Term Interest</i>	-	-	-	-	-
<b>Total Fixed Costs</b>	<b>8,946,230</b>	<b>9,174,005</b>	<b>9,901,093</b>	<b>9,901,093</b>	<b>9,901,093</b>
<b>Town Tewksbury School Budget</b>	<b>43,834,575</b>	<b>44,918,991</b>	<b>46,523,847</b>	<b>46,308,416</b>	<b>46,308,416</b>
<b>Exempt School Debt Principal</b>	<b>2,101,000</b>	<b>1,975,000</b>	<b>2,005,850</b>	<b>2,005,850</b>	<b>2,005,850</b>
<b>Exempt School Exempt Interest</b>	<b>632,695</b>	<b>1,199,064</b>	<b>1,083,175</b>	<b>1,083,175</b>	<b>1,083,175</b>
<b>Regional Vocational School</b>	<b>5,470,783</b>	<b>5,625,001</b>	<b>5,970,959</b>	<b>5,970,959</b>	<b>5,970,959</b>
<b>Total School Departments</b>	<b>52,039,053</b>	<b>53,718,056</b>	<b>55,583,831</b>	<b>55,368,400</b>	<b>55,368,400</b>
<b>Department of Public Works</b>					
<b>DPW Administration</b>					
<i>Salaries</i>	220,680	271,389	287,899	282,907	282,907
<i>Water Enterprise Fund Allocation</i>	(40,248)	(65,756)	(68,356)	(68,356)	(68,356)
<i>Sewer Enterprise Fund Allocation</i>	(40,248)	(65,756)	(68,356)	(68,356)	(68,356)
<i>Total Salaries Net of Allocations</i>	140,184	139,877	151,187	146,195	146,195
<i>Operating</i>	129,574	120,130	118,730	118,230	118,230
<i>Water Enterprise Fund Allocation</i>	(30,149)	(30,033)	(29,558)	(29,558)	(29,558)
<i>Sewer Enterprise Fund Allocation</i>	(30,149)	(30,033)	(29,558)	(29,558)	(29,558)
<i>Total Operating Net of Allocations</i>	69,276	60,064	59,614	59,114	59,114
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Administration Budget</b>	<b>350,254</b>	<b>391,519</b>	<b>406,629</b>	<b>401,137</b>	<b>401,137</b>
<b>Total DPW Administration Budget Net Allocations</b>	<b>209,460</b>	<b>199,941</b>	<b>210,801</b>	<b>205,309</b>	<b>205,309</b>
<b>DPW Engineering</b>					
<i>Salaries</i>	171,770	188,405	184,630	187,693	187,693

General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
Water Enterprise Fund Allocation	(74,798)	(77,315)	(74,793)	(74,793)	(74,793)
Sewer Enterprise Fund Allocation	(42,298)	(46,307)	(54,792)	(54,792)	(54,792)
Total Salaries Net of Allocations	54,674	64,783	55,045	58,108	58,108
Operating	11,455	7,145	7,745	7,745	7,745
Water Enterprise Fund Allocation	(2,500)	(3,001)	(3,253)	(3,253)	(3,253)
Sewer Enterprise Fund Allocation	(2,500)	(2,429)	(2,633)	(2,633)	(2,633)
Total Operating Net of Allocations	6,455	1,715	1,859	1,859	1,859
Capital Outlay	-	-	-	-	-
Total DPW Engineering Budget	183,225	195,550	192,375	195,438	195,438
Total DPW Engineering Budget Net Allocations	61,129	66,498	56,904	59,967	59,967
DPW Highway					
Salaries	414,687	507,666	518,047	518,047	518,047
Operating	98,598	169,140	174,290	174,290	174,290
Capital Outlay	79,419	-	-	-	-
Total DPW Highway Budget	592,704	676,806	692,337	692,337	692,337
DPW Forestry					
Salaries	-	-	-	-	-
Operating	47,118	61,450	61,450	61,450	61,450
Capital Outlay	-	-	-	-	-
Total DPW Forestry Budget	47,118	61,450	61,450	61,450	61,450
DPW Fleet Maintenance					
Salaries	187,009	182,152	241,992	241,992	241,992
Water Enterprise Fund Allocation	(31,570)	(29,409)	(32,874)	(32,874)	(32,874)
Sewer Enterprise Fund Allocation	(31,570)	(29,409)	(32,874)	(32,874)	(32,874)
Total Salaries Net of Allocations	123,869	123,334	176,244	176,244	176,244
Operating	187,124	175,600	378,648	378,648	378,648
Water Enterprise Fund Allocation	(35,000)	(35,000)	(35,120)	(35,120)	(35,120)
Sewer Enterprise Fund Allocation	(35,000)	(35,000)	(35,120)	(35,120)	(35,120)
Total Operating Net of Allocations	117,124	105,600	308,408	308,408	308,408
Capital Outlay	126,119	-	-	-	-
Water Enterprise Fund Allocation	(6,502)	-	-	-	-
Sewer Enterprise Fund Allocation	(6,502)	-	-	-	-
Total Capital Outlay Net of Allocations	113,115	-	-	-	-
Total DPW Fleet Maint, Budget	500,253	357,752	620,640	620,640	620,640
Total DPW Fleet Maint, Budget Net Allocations	354,109	228,934	484,652	484,652	484,652
DPW Electrician					
Salaries	-	-	-	-	-
Operating	4,383	5,000	-	-	-
Capital Outlay	-	-	-	-	-
Total DPW Electrician Budget	4,383	5,000	-	-	-
DPW Snow and Ice					
Salaries	48,351	95,000	95,000	95,000	95,000
Operating	245,815	146,000	161,000	161,000	161,000
Capital Outlay	-	-	-	-	-
Total DPW Snow and Ice Budget	294,166	241,000	256,000	256,000	256,000
Street Lighting					
Operating	164,928	160,000	160,000	160,000	160,000
Total Street Lighting Budget	164,928	160,000	160,000	160,000	160,000
Solid Waste					
Operating	2,259,081	2,406,517	2,365,530	2,365,530	2,315,530
Total Solid Waste Budget	2,259,081	2,406,517	2,365,530	2,365,530	2,315,530



General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
<b>Total DPW Budget</b>	<b>4,396,112</b>	<b>4,495,594</b>	<b>4,754,962</b>	<b>4,752,532</b>	<b>4,752,532</b>
<b>Total DPW Budget Net Allocations</b>	<b>3,987,078</b>	<b>4,046,146</b>	<b>4,287,675</b>	<b>4,285,245</b>	<b>4,235,245</b>
<b>Unclassified</b>					
Reserve Fund	-	70,344	214,061	214,061	0
Non-Exempt Principal Maturing Debt	122,330	114,330	115,495	115,495	115,495
Non Exempt Interest-Maturing Debt	26,888	24,028	15,534	15,534	15,534
Interest-Temporary Loans	-	1,000	1,000	1,000	1,000
Exempt Principal Maturing Debt	2,208,590	2,225,219	2,291,873	2,291,873	2,291,873
Exempt Interest-Maturing Debt	2,124,987	2,055,430	1,961,386	1,961,386	1,961,386
<i>Middlesex Retirement Assmt.</i>	<i>4,474,377</i>	<i>4,664,837</i>	<i>4,974,958</i>	<i>4,974,958</i>	<i>4,974,958</i>
Water Enterprise Fund Allocation	(258,523)	(275,770)	(318,543)	(318,543)	(318,543)
Sewer Enterprise Fund Allocation	(76,857)	(87,023)	(107,492)	(107,492)	(107,492)
<i>Total Retirement</i>	<i>4,138,997</i>	<i>4,302,044</i>	<i>4,548,923</i>	<i>4,548,923</i>	<i>4,548,923</i>
Occupational Injury Reserve	80,795	80,800	80,795	80,795	80,795
Unemployment Compensation	30,483	10,000	10,000	10,000	10,000
<i>Group Insurance</i>	<i>4,545,200</i>	<i>4,480,352</i>	<i>4,620,244</i>	<i>4,620,244</i>	<i>4,620,244</i>
Water Allocation	(206,378)	(227,067)	(233,962)	(233,962)	(233,962)
Sewer Allocation	(72,198)	(70,364)	(66,958)	(66,958)	(66,958)
<i>Total Group Insurance</i>	<i>4,266,624</i>	<i>4,182,921</i>	<i>4,319,324</i>	<i>4,319,324</i>	<i>4,319,324</i>
<i>Medicare Tax</i>	<i>182,008</i>	<i>195,000</i>	<i>190,000</i>	<i>190,000</i>	<i>190,000</i>
Water Enterprise Fund Allocation	(13,117)	(9,291)	(9,790)	(9,790)	(9,790)
Sewer Enterprise Fund Allocation	(2,457)	(3,465)	(3,322)	(3,322)	(3,322)
<i>Total Medicare Tax</i>	<i>166,434</i>	<i>182,244</i>	<i>176,888</i>	<i>176,888</i>	<i>176,888</i>
Fire and Liability Insurance	200,659	331,900	331,900	331,900	331,900
<b>Total Unclassified Budget</b>	<b>13,996,316</b>	<b>14,253,240</b>	<b>14,807,246</b>	<b>14,807,246</b>	<b>14,807,246</b>
<b>Total Unclassified Budget Net Allocations</b>	<b>13,366,786</b>	<b>13,580,260</b>	<b>14,067,179</b>	<b>14,067,179</b>	<b>13,853,118</b>
<b>Total Budget Before Transfers, Allocations and Offsets</b>	<b>86,646,099</b>	<b>89,066,365</b>	<b>91,964,484</b>	<b>91,579,168</b>	<b>91,579,168</b>
<b>Total Budget Before Transfers Net Allocations/Offsets</b>	<b>83,881,978</b>	<b>85,995,709</b>	<b>88,650,918</b>	<b>88,265,603</b>	<b>88,265,603</b>



General Fund Budget Classification	FY2012	FY2013	FY2014	FY2014	FY2014
	EXPENDED	BUDGETED	DEPT REQ	TM REC	AMENDED
<b>Transfers</b>					
To the Sewer Enterprise Fund	296,089	281,485	268,721	268,721	268,721
To the Water Enterprise Fund		-	-	-	-
Special Revenue		-	-	-	-
Town Trust Funds			-	-	-
<b>Total Transfers</b>	<b>296,089</b>	<b>281,485</b>	<b>268,721</b>	<b>268,721</b>	<b>268,721</b>
<b>ATM General Fund Budget</b>	<b>84,178,067</b>	<b>86,277,194</b>	<b>88,919,639</b>	<b>88,534,324</b>	<b>88,535,324</b>

Moderator, Keith Rauseo noted the following Scrivener's error on page 10 in the Warrant, "Total Patriotic Committee Budget" should be "Total Community Events Budget", and there were no objections

**TOWN MANAGER, RICHARD MONTUORI'S AMENDMENT TO MAIN MOTION:** To see what sums the Town will raise and appropriate, transfer, or otherwise provide for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees, and officers, for the fiscal year which begins July 1, 2013; **and to transfer \$466,995 from certified General Fund Free Cash to reduce the Fiscal Year 2014 Tax Levy;** or take any action relative thereto.

Motion: Town Manager, Richard Montuori motioned to Amend Article 4  
The Finance Committee motioned to Adopt Article 4 as Amended by the Town Manager  
James Giasullo motioned to Amend Article 4  
Selectman, David Gay motioned to allow Representative James Miceli to address the Assembly  
Representative Miceli supported Mr. Giasullo's Amendment  
Moderator Rauseo motioned to Move the Question on James Giasullo's Amendment  
Town Manager, Richard Montuori motioned to further Amend Article 4  
Fin Com Chair, Thomas Cooke motioned to Table Article 4 until Wednesday evening at 8:00 PM  
Jay Kelley motioned for Indefinite Postponement of Town Manager's 2<sup>nd</sup> Amendment

Vote:	Town Manager, Richard Montuori's 1 <sup>st</sup> Amendment was Adopted	8:18 PM	5/6/13	
	The motion to allow Representative Miceli to address the Assembly			
	was Accepted	8:51 PM	5/6/13	
	The motion to Move the Question on Mr. Giasullo's Amendment			
	was Adopted	10:15 PM	5/6/13	
	James Giasullo's Amendment was Adopted (154 Yes/137 No)	10:21 PM	5/6/13	
	The motion to Table Article 4 was Defeated (101 Yes/ 81 No-2/3 required=121)			10:43
	PM	5/6/13		
	The motion to Indefinitely Postpone the Town Manager's 2 <sup>nd</sup> Amendment Failed			
	(71 Yes/110 No)	10:49 PM	5/6/13	
Town Manager Richard Montuori's 2 <sup>nd</sup> Amendment was Adopted	10:50 PM	5/6/13		
Article 4 was Adopted as Amended	10:51 PM	5/6/13		

**Executive Summary:** The purpose of the Article is to fund various department budgets for Fiscal Year 2014.

## ARTICLE 5

To see if the Town will vote to raise and appropriate \$6,103,578 to operate the sewer enterprise fund; or take any other action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>SEWER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2014 PROPOSED BUDGET</b>	
<b>Direct Expenses</b>	
Salaries	304,474
Expenses	321,550
Capital Outlay	0
Lowell Sewer	1,280,000
Reserve Fund	60,000
Debt	3,684,683
Subtotal	<u>5,650,707</u>
<b>Indirect Expenses</b>	
Town Manager	7,548
Accounting	9,402
Computer Services	1,275
Treasurer/Collector	28,821
Administrative Services	947
Building Dept.	3,772
Dept. of Public Works	223,333
Group Insurance	66,958
Retirement	107,493
Medicare	3,322
Subtotal	<u>452,871</u>
<b>Total</b>	<b><u>6,103,578</u></b>
<b>Projected Sewer Revenue</b>	
User Fees	4,559,569
New Connections	50,558
Sewer Liens	500,000
Connection Fees	815,652
Application Fees	7,000
Prior Year Surplus	-
Transfer From General Fund	268,721
<b>Total</b>	<b>6,201,500</b>
Deficit/Surplus	<b>97,922</b>

Moderator, Keith Rauseo noted the following Scrivener's error on page 16 in the Warrant. The amount in the first sentence, \$6,091,199, should be \$6,103,578. There were no objections.

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$6,103,578.00

Vote: Article 5 was Adopted

10:52 PM

5/6/13

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for FY14.

## ARTICLE 6

To see if the Town will vote to raise and appropriate \$5,625,637 to operate the water enterprise fund; or take any action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>WATER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2014 PROPOSED BUDGET</b>	
<b>Direct Expenses</b>	
Salaries	1,351,128
Expenses	1,355,462
Capital Outlay	0
Reserve Fund	25,000
Debt	<u>2,038,188</u>
Subtotal	4,769,778
<b>Indirect Expenses</b>	
Town Manager	7,548
Accounting	9,402
Computer Services	1,275
Treasurer/Collector	28,821
Administrative Services	947
Building Dept	1,617
Dept of Public Works	243,954
Group Insurance	233,962
Retirement	318,543
Medicare	<u>9,790</u>
Subtotal	855,859
<b>Total</b>	<b><u>5,625,637</u></b>
<b>Projected Water Revenue</b>	
User Fees	5,741,916
Water Liens	650,000
Connection Fees	15,000
<b>Total</b>	<b>6,406,916</b>
Deficit/Surplus	781,279

Town Manager

Moderator, Keith Rauseo noted the following Scrivener's error on page 17 in the Warrant, The amount in the first sentence, \$5,600,590, should be \$5,625,637. There were no objections.

Motion: The Finance Committee motioned to Adopt, raise and appropriate \$5,625,637.00

Vote: Article 6 was Adopted

10:53 PM

5/6/13

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for FY14.

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## ARTICLE 7

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$635,368 for the following purposes; or take any action relative thereto.

Stormwater and Drainage Maintenance and Repair:	70,000
Design and Engineering of Repairs and Upgrades to the Center Fire Station and DPW Facility:	110,000
Fire Ambulance Upgrade:	125,000
DPW 6 Wheel Dump Truck with Plow and Sander:	170,000
DPW F250 4x4 with Plow:	35,000
Sick Leave Buyback:	125,368

Town Manager

Motion: The Finance Committee motioned to Adopt, transfer from available FY 2013 Stabilization Fund the amount of \$635,368.00 for the purpose of line item amounts in this Article

Vote: Article 7 was Adopted/Unanimous (2/3 required) 10:55 PM 5/6/13

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund for various one-time expenditures: Stormwater and Drainage Maintenance and Repair: \$70,000 will be used for repairing drainage manholes and mapping a portion of the drainage system as required by DEP; Design and Engineering of Repairs and Upgrades to the Center Fire Station and DPW Facility: \$110,000 will be used to design and engineer need repairs and upgrades to the Center Fire Station and DPW for areas such as windows, roof, ceiling, exterior and interior walls of each facility; Fire Ambulance Upgrade: \$125,000 will replace 2007 Ford E-450 Horton Ambulance with like model to maintain two-year ambulance replacement program. Instead of a traditional new 2013 ambulance chassis and box which would cost approximately \$160,000 the plan will be to remount the Horton box on a 2013 Ford E-450 chassis. DPW 6 Wheel Dump Truck with Plow and Sander: \$170,000 will be used to replace a 1996 Mack dump truck with 60,000 miles and over 5800 hours of use and has reached its maximum return as a front line truck. DPW F250 4x4 with Plow: \$35,000 will be used to replace a ¾ ton Dodge pick-up with plow. Sick Leave Buy-back: \$125,368 Funds will be used to pay for sick leave buy back as required in the Town's Collective Bargaining Agreements or Personnel By-law.

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## ARTICLE 8

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$608,345 for the following purposes; or take any action relative thereto.

School Buildings and Maintenance	284,345
School Technology	139,000
School Instructional	185,000

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer from available FY 2013 Stabilization Fund the amount of \$608,345.00 for the line item amounts in this Article

Vote: Article 8 was Adopted/Unanimous (2/3 required) 10:56 PM 5/6/13

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund, for the above one-time expenditures. These expenditures have been identified and prioritized by both School Administration and the School Committee and are needed in order to maintain School facilities/infrastructure while providing students with a quality educational experience.

## ARTICLE 9

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$125,000 for the purpose of maintaining the Tewksbury Memorial High School; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, transfer from end of FY 2013 Certified Free Cash, the amount of \$125,000.00 for the purpose of this Article

Vote: Article 9 was Adopted

11:04 PM

5/6/13

**Executive Summary:** This article will be used by the School Department to maintain and upkeep of the High School Building.

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## ARTICLE 10

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$100,000 for the purpose of upgrading to the Town's Micro-wave Communications System; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund for various one-time expenditures to upgrade the outdated equipment in the Town's Micro-wave Communications System. Since the microwave system is at capacity, the Town and the School Department are unable to move forward with any technological advances that are necessary for the Town and School Department operations. The microwave system must be upgraded so as to increase its capacity and reliability so that the Town and School Department can implement technologies such as security video surveillance and systems that will help the Town and School Department operate in a more efficient and safe manner.

Motion: The Finance Committee motioned to Adopt; transfer from FY 2013 Stabilization Fund the amount of \$100,000.00 for the purposes in this Article

Vote: Article 10 was Adopted/Unanimous (2/3 required)

8:02 PM

5/8/13

## ARTICLE 11

To see if the Town will vote to transfer the sum of \$1,250,000 from Water Enterprise Retained Earnings to be expended by the Town Manager for the cost of design, engineering and contracting the services of a Project Manager/Clerk of the Works for renovating and upgrading the Town's Water Treatment Plant, including the payment of all costs incidental and related thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, transfer the amount of \$1,250,000.00 from Water Enterprise System retained earnings

Vote: Article 11 was Adopted

8:06 PM

5/8/13

**Executive Summary:** This article allows the Town to utilize \$1,250,000 from Water Retained Earnings available as of July 1, 2012, which has a balance of \$1,251,088 for the design, engineering and owner's project management of renovating and upgrading the Town's Water Treatment Plant. The Tewksbury Water Treatment Plant was built and came on-line in 1988. The plant is beyond its initial 20-year design life. Plant improvements began in FY13 with an assessment of the plant building and mechanical systems. The assessment has identified numerous deficiencies and needed upgrades. This project proposes to design and engineer upgrades of the building envelope, existing mechanical equipment and other ancillary equipment currently in critical condition that may result in failure; further assessing treatment options through piloting various treatment methods (DEP requirement) to incorporate into the plant's design; and to secure Project Manager/Clerk of the Works. Construction phases are not scheduled to begin until FY2015 and the projected cost is \$8,000,000.

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## ARTICLE 12

To see if the Town will vote to raise and appropriate the sum of \$ 175,000 from the Water Enterprise Fund to undertake the following:

Hydrant Replacement Program:	\$100,000
Water Distribution System Improvements Engineering/Design:	\$35,000
Water Tank Upgrades and Improvements:	\$40,000

or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, raise and Appropriate the sum of \$175,000.00 from the Water for Water Enterprise capital projects and programs

Vote: Article 12 was Adopted

8:07 PM

5/8/13

**Executive Summary:** This article allows the Town to raise \$175,000 from the Water Enterprise Fund to be expended by the Town Manager for the following purposes: Hydrant Replacement Program: \$100,000 for the continuation of an ongoing program of Hydrant Replacement at various locations based upon survey of the current inventory. It has been estimated that 600 of the approximate 1600 hydrants need to be replaced over a ten year period. This article funds the replacement of 25 hydrants in FY14; Water Distribution System Improvements Engineering/Design: \$35,000 will be used for engineering and design of upgrades to the water main on Shawsheen St (Main St to Kenneth Lane); Water Tank Upgrades and Improvements: \$40,000 will be used for a comprehensive, cleaning and inspection of Astle Street and Colonial Street tanks.

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## ARTICLE 13

To see if the Town will vote to authorize the expenditure of \$29,500 from the Town's Insurance Recovery Account and to further transfer \$25,000 from Sewer Retained Earnings and raise and appropriate \$25,000 from Water Enterprise Fund for a total of \$79,500 to purchase a Ford 550 Utility Motor Vehicle for the Water Sewer Department; or take any action relative thereto.

Town Manager

Moderator, Keith Rauseo noted the following Scrivener's error on page 20 in the Warrant, In the Executive Summary, in the last sentence, "Water and" should be deleted There were no objections.

Motion: The Finance Committee motioned to Adopt, and transfer \$29,500 Vehicle Insurance Recovery Account and transfer from Water & Sewer Enterprise Retained funds \$25,000 respectfully for total \$79,500.00

Vote: Article 13 was Adopted

8:08 PM

5/8/13

**Executive Summary:** This article transfers funds received from an insurance claim to purchase a new vehicle within the DPW Water/Sewer Division. A DPW Water/Sewer Vehicle was in an accident that rendered the vehicle unsafe to drive. The insurance company paid the Town \$29,500 for replacement value but the funds are deposited in the Town's Insurance Recovery Account and need Town Meeting approval to be expended by the Town Manager. Since the insurance proceeds are not enough to pay for the new vehicle, \$25,000 from Sewer Retained Earnings and \$25,000 raised in the Water Enterprise Fund will be needed. This article allows the Town to utilize Sewer Retained Earnings as of July 1, 2012 which has a balance of \$2,765,951.

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#### ARTICLE 14

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum \$130,000 for the following purposes;

Inflow and Infiltration Investigation and Repair and Upgrades	\$80,000
Sewer Pump Station Modifications	\$50,000

or take any action relative thereto.

Town Manager

Moderator, Keith Rauseo noted the following Scrivener's error on page 20 in the Warrant. In the Executive Summary, in the first line, "\$175,000 should read \$130,000" There were no objections.

Motion: The Finance Committee motioned to Adopt, and transfer from certified FY 2012 retained earnings of Sewer Enterprise funds \$130,000.00 for the purpose of this Article

Vote: Article 14 was Adopted 8:09 PM 5/8/13

**Executive Summary:** This article allows the Town to utilize \$130,000 from Sewer Retained Earnings available as of July 1, 2012 and has a balance of \$2,765,951 for the following purposes: Inflow and Infiltration Investigation and Repair and Upgrades: \$80,000 will be used for the rehabilitation and repair of sewer manholes identified in an engineering report submitted by Coughlin Environmental Services. This year's project will consist of rehabilitation of manholes identified as contributing the greatest amount of infiltration to (3) sub-basins. The Town will contract the rehabilitation and repair of approximately (25) manholes in the East Street sub-basin, (25) manholes in the Andover Street sub-basin and approximately (25) manholes in the Burnham Road sub-basin. In addition, (35) sewer manhole covers will be reset along streets where covers have settled; Sewer Pump Station Modifications: \$50,000 will be used for needed general improvements at sewer pump stations. Work scheduled for FY14 includes continuation of flush/mixing valve installation. Ten of the (30) identified pump stations were retrofitted with mixing valves as part of FY13 budget. An additional (20) valves are scheduled for installation in FY14- FY15. These mixing valves mix waste prior to pumping from the wet-well.

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#### ARTICLE 15

To see if the Town will vote to transfer the sum of \$35,000 from Overlay Surplus to fund a Senior Tax Relief Work Program and a Veterans Tax Relief Program; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt, and transfer from Overlay Surplus Account for the purpose of this Article

Vote: Article 15 was Adopted 8:10 PM 5/8/13

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund a Senior Tax Relief Program/Veterans Tax Relief Program that allows eligible Senior Citizens/ Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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#### ARTICLE 16

To see if the Town will vote to accept the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, establishing a self-sufficient revolving fund, effective July 1, 2013, to account for revenues and expenditures related to the operation of the solid waste, recycling and household hazardous waste. The fund shall be credited with amounts received related to rebates, fines and donations generated from solid waste, recycling and household hazardous waste operations and programs. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$200,000; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned for Adoption of Article 16

Vote: Article 16 was Adopted 8:12 PM 5/8/13

**Executive Summary:** This article authorizes the Town to establish a self-sufficient revolving fund to account for the revenues received from solid waste, recycling and household hazardous waste operations and programs. Expenditures will be used for programs and education to improve the amount of trash and hazardous waste removed from the Town's waste stream.

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#### ARTICLE 17

To see if the Town will vote to accept the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, establishing a self-sufficient revolving fund, effective July 1, 2013, to account for revenues and expenditures related to hydrant markers in the Town of Tewksbury. The fund shall be credited with amounts received from reimbursement of damaged markers and donations to install markers. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$20,000, or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned for Adoption of Article 17

Vote: Article 17 was Adopted

8:13 PM

5/8/13

**Executive Summary:** This article authorizes the Town to establish a self-sufficient revolving fund to account for the revenues received from reimbursement of damaged markers and donations to install markers. Expenditures will be used for the installation of hydrant markers throughout the town.

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#### ARTICLE 18

To see if the Town of Tewksbury will vote to appropriate the sum of \$35,000 for the purpose of developing a bicycle/walking trails feasibility Study and phased development Plan, within the Town of Tewksbury's open space areas: including, but not limited to, abandoned rail lines, preserved open space lands and other connection ways. Said Study and Plan shall be developed by an experienced professional consultant in this field and shall include allowed costs incidental and related thereto.

To fund such Study and Plan, \$35,000 shall be transferred from the Tewksbury Community Preservation Fund Open Space Reserve.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee or to take any other action thereon.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt, and transfer from available CPA funds the amount of \$35,000.00, pursuant to MGL 44B

Community Preservation Committee Chairperson, Nancy Reed recommended Adoption

Founder and Chairman of Tewksbury Rail Trails, Peter Miller supported Adoption

The Board of Health supported Adoption

Vote: Article 18 was Adopted

8:16 PM

5/8/13

**Executive Summary:** The Tewksbury Rail Trails citizen group has applied for Community Preservation Funds to begin the process of discovering possibilities and best next steps for developing biking and/or walking trails for the enjoyment and connection of Tewksbury's open spaces. This proposed project serves to begin a process expressed by Town citizens as a top goal of the Tewksbury 2009 Open Space and Recreation Plan. This Study will take into consideration the feasibility of the use of abandoned rail lines, connections and pathways of the Bay Circuit Trail and other connections to open space, as well as to surrounding towns' trails.

## ARTICLE 19

To see if the Town of Tewksbury will vote to appropriate the sum of \$7,500 for the restoration and preservation of the Wamesit Indian Statue, including allowed costs incidental and related thereto; said historic restoration expenses as necessary for removal of corrosion and resurfacing the Statue.

To fund such restoration, \$7,500 shall be transferred from the Tewksbury Community Preservation Historic Reserve Fund.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Planning Board and the Community Preservation Committee or to take any other action thereon.

### Community Preservation Committee

Motion: The Finance Committee motioned to Adopt, and transfer from available CPA funds the amount of \$7,500.00, pursuant to MGL 44B  
Community Preservation Committee Chairperson, Nancy Reed recommended Adoption

Vote: Article 19 was Adopted 8:17 PM 5/8/13

**Executive Summary:** The Tewksbury Planning Board requests CPA funds to restore and preserve the Wamesit Indian Statue, constructed in 1989, a historic landmark and resource on Tewksbury's Main Street, in the area known as Wamesit. This Statue is one of several Sculptures in Tewksbury by the distinguished artist Mico Kaufman. This process is proposed to include a soft walnut shell blast removal of corrosion, replacement of bronze patina and the addition of protective coating. This restoration of a historic Town resource has the support of the Tewksbury Historic Commission. This program is supported in part by a grant from the Tewksbury Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency, in the amount of \$500.00.

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## ARTICLE 20

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2014, with each item to be considered a separate appropriation:

### Appropriations:

Administrative Costs	\$ 38,776
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### Reserves:

Open Space	\$ 77,553
Community Housing	\$ 77,553
Historic Preservation	\$ 77,553
FY2014 Budgeted Reserve	\$ 500,000

Or take any other action related thereto.

### Community Preservation Committee

Motion: The Finance Committee motioned to Adopt, pursuant to MGL, Chapter 44B raise and appropriate for each itemized item the sums noted for the purpose of this Article  
Community Preservation Committee Chairperson, Nancy Reed recommended Adoption

Vote: Article 20 was Adopted 8:17 PM 5/8/13

**Executive Summary:** Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending from the fund balance at least 10% for Open Space, 10% for Historic Preservation, and 10% for Community Housing. The total CPA Estimated FY14 revenue is \$775,531.



## ARTICLE 21

To see if the Town will vote to approve the FY 2014 Affordable Housing Trust Fund Allocation Plan as follows:

There were no expenditures out of the Affordable Housing Trust Fund for FY2013.

<b>ALLOCATION PLAN</b>		<b>for FY 2014</b>
<b>Starting Balance:</b>		<b>\$2,477,002</b>
<b>Total Available Funds FY14</b>		<b>\$2,477,002</b>
<b>Expenses</b>		
LHP Consulting Services		\$40,000
Audit of 3 Local Initiative Projects (\$7,500 per project)		\$22,500
Creation of New Units/ Buy down of existing units		\$2,183,284
<b>Total Projected Expenses for FY14</b>		<b>\$2,414,502</b>

Town Manager  
Community Development Director

Motion: The Finance Committee motioned to Adopt Article 21; pursuant to Chapter 105 of the Acts of 2003, Affordable Housing Trust Fund Allocation amount of \$2,477,002.00

Steve Sadwick, Director of Community Development motioned to Amend the Article

Chairman Tom Cooke, on behalf of the Finance Committee Withdrew the Finance Committee's motion to Adopt

Tom Cooke motioned to Adopt Article 21 as Amended

Vote:	The Amendment was Adopted	8:19 PM	5/8/13
	Article 21 was Adopted as Amended	8:20 PM	5/8/13

### AMENDMENT:

To see if the Town will vote to approve the FY 2014 Affordable Housing Trust Fund Allocation Plan as follows:

There were no expenditures out of the Affordable Housing Trust Fund for FY2013.

\$111,728 was spent from the Affordable Housing Trust Fund in FY 2013 for the HUD 202 Project on Livingston Street.

<b>ALLOCATION PLAN</b>		<b>for FY 2014</b>	
<b>Starting Balance:</b>		<b>\$2,477,002</b>	<b>\$2,372,753</b>
<u>HUD 202 Encumbrance</u>			<u>-388,272</u>
<b>Total Available Funds FY14</b>		<b>\$2,477,002</b>	<b>\$1,984,481</b>
<b>Expenses</b>			
LHP Consulting Services		\$40,000	
Audit of 3 Local Initiative Projects (\$7,500 per project)		\$22,500	
Creation of New Units/ Buydown of existing units		\$2,183,284	\$1,944,481
<b>Total Projected Expenses for FY14</b>		<b>\$2,414,502</b>	<b>\$1,984,481</b>

**ARTICLE 21 AS AMENDED:**

\$111,728 was spent from the Affordable Housing Trust Fund in FY 2013 for the HUD 202 Project on Livingston Street.

<b>ALLOCATION PLAN</b>		<b>for FY 2014</b>
<b>Starting Balance:</b>		\$2,372,753
HUD 202 Encumbrance		-388,272
<b>Total Available Funds FY14</b>		<b>\$1,984,481</b>
<b>Expenses</b>		
LHP Consulting Services		\$40,000
Creation of New Units/ Buydown of existing units		\$1,944,481
<b>Total Projected Expenses for FY14</b>		<b>\$1,984,481</b>

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation submitted to and approved at the Annual Town Meeting. The 2014 allocation plan meets the expenditure requirements of the Special Act.

**ARTICLE 22**

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or take by eminent domain the layout alteration of the right of way, temporary and/or permanent easements or in fee for the purpose of providing proper improvements to the intersection at Towers Drive (Archstone Avenue) and Main Street/Route38 as shown on the plan entitled "Definitive Subdivision Plan Towers Drive, Old Boston Road and Main Street Tewksbury Massachusetts, dated June 4, 1997, and prepared by Cuoco and Cormier Engineering Associates. Inc., or take any action relative thereto. A copy of the plan may be viewed at the Department of Public Works, Engineering Division, 999 Whipple Road.

Town Manager

Motion: The Finance Committee motioned for Adoption of Article 22

Vote: Article 22 was Adopted/Unanimous (2/3 required)

8:21 PM

5/8/13

**Executive Summary:** This will allow the Selectmen to obtain the necessary easements in order to undertake proper improvements to the intersection of Towers Drive (Archstone Avenue) and Main Street/Route38.

**ARTICLE 23**

To see if the Town will vote to authorize the Board of Selectmen to transfer all or a portion of a certain parcel of land located on Map 94, Block 346 as shown on the current Assessor's Map, for affordable housing purposes; or act in relation thereto.

Town Manager

Motion: The Finance Committee motioned for Adoption of Article 23

Vote: Article 23 was Adopted/Unanimous (2/3 required)

8:23 PM

5/8/13

**Executive Summary:** This article would transfer a parcel of land to a non-profit to be used for building and selling an affordable home. The land is assessed at \$156,400 and the lot is 9,368 SF. There is currently a small house on the lot that will need to be demolished.

### SECTION 3

ARTICLE 28	Zoning By-Law	Zoning By-Law 8603
ARTICLE 29	Zoning By-Law	Medical Marijuana Treatment Zoning
ARTICLE 30	Zoning By-Law	Multi Family Zoning Map 89, Lots 18, 19, 20, 21, & 22
ARTICLE 31	Zoning By-Law	Modify Open Space Residential Design
ARTICLE 32	Zoning By-Law	Amend Zoning Map 76 Lot 23
ARTICLE 33	Zoning By-Law	Amend Zoning Map 76 Lots 23 & 24
ARTICLE 34	Zoning By-Law	Change Zoning By-Law
ARTICLE 35	Town By-Law	Sex Offender By-Law
ARTICLE 36	Town By-Law	Handicapped Parking Placard/Permit
ARTICLE 37	Town By-Law	Dog By-Law
ARTICLE 38	Town By-Law	Town Meeting By-Law
ARTICLE 39	Town By-Law	Wetlands Protection By-Law
ARTICLE 40		Constitutional Amendment

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### ARTICLE 28

To see if the Town will vote to delete Section 8603 in the Tewksbury Zoning Bylaw in its entirety and replace it with new Section 8603 as follows:

**8603. Relationship to Existing Zoning.** The underlying zoning shall remain an integral part of the Tewksbury Zoning Bylaw and is not modified, repealed nor amended by this section. The property owners in this overlay district shall possess all current zoning rights including by-right uses for the underlying districts and be subject to the requirements applicable in the underlying zones when utilizing the uses allowed in the underlying district. In the event that an owner desires to use the owner's property for development as here defined, the regulations of this overlay district shall apply and by filing an application for development subject to such regulations, the owner accepts and is bound by such regulations. Municipal Zoned properties located within the TCOD are not eligible to apply for a permit under the provisions of the TCOD. Where this overlay district's provisions are silent on a zoning rule, the requirements of the underlying zoning shall apply to such as, but not limited to, off street parking and open space requirements. In addition, projects allowed under the underlying zoning are not eligible to apply under this overlay district unless they meet all of the requirements of this overlay district.

Tewksbury Planning Board

Motion: The Finance Committee defers to the Planning Board  
The Planning Board motioned to Adopt Article 28

Vote: Article 28 was Adopted/Unanimous (2/3 required)

8:25 PM

5/8/13

**Executive Summary:** The purpose of this revised language of the Town Center Overlay District is to ensure that the by-right uses allowed in the underlying district are still available to property owners so that the bylaw complies with the uniformity provisions of MGL Chapter 40A, Section 4 and relevant case law. The language of 8603 Relationship to Existing Zoning, effects Overlay District sections 8623, 8643, 8663, 8683 as defined therein.



## ARTICLE 29

To see if the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaw by adding a new Section 6500, Interim Regulations for Medical Marijuana Treatment Centers as follows:

### **6500 INTERIM RESTRICTION/ MORATORIUM FOR MEDICAL MARIJUANA TREATMENT CENTERS**

**6510. Purpose.** At the November 6, 2012 state election, the voters of the Commonwealth approved legislation regulating the cultivation, distribution, possession and use of marijuana for medical purposes, which legislation became effective on January 1, 2013. The legislation requires the state Department of Public Health to issue regulations regarding implementation of the legislation by May 1, 2013 which are expected to provide guidance in regulating medical marijuana, including medical marijuana treatment centers. As the regulation of medical marijuana raises novel and complex legal and planning issues, the Town requires adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions should such facilities be located in the Town of Tewksbury. Therefore, the Town adopts this temporary moratorium on the use of land and structures in the Town for medical marijuana treatment centers in order to allow the Town sufficient time to engage in a planning process to address the potential impacts on adjacent uses and on general public health, safety and welfare, and to develop and enact zoning bylaws and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures, and in a manner consistent with sound land use planning goals and objectives.

**6520. Definition.** A "Medical Marijuana Treatment Center" as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana or products containing marijuana and/or related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health.

**6530. Exclusion of Other Marijuana Uses.** Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana or products containing marijuana and/or related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly licensed and registered by the Massachusetts Department of Public Health, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

**6540. Exclusion of Accessory Uses.** In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

**6550. Interim Restriction/Moratorium.** Medical Marijuana Treatment Centers shall not be permitted in any zoning district in the Town of Tewksbury so long as this section remains in effect, as set forth below. Use variances are strictly prohibited. During this moratorium period, the Town will undertake a planning process to address the potential impacts of medical marijuana in Tewksbury, consider the Department of Public Health regulations regarding medical marijuana treatment facilities and related uses, and enact zoning bylaws or other regulations to address the impact and operation of medical marijuana treatment centers and their related uses.

**6560. Expiration.** This section shall be effective for a period of twelve (12) months beginning at the date of the publication of the Planning Board's public hearing for this zoning amendment or until such future time that the Tewksbury Town Meeting enacts superseding zoning bylaws that set forth the allowed zoning districts, dimensional, parking and other requirements applicable to medical marijuana treatment centers and their related uses, whichever occurs first.

**6570. Severability.** If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of the TEWKSBURY ZONING BYLAW.

Tewksbury Planning Board

Motion: The Finance Committee defers to the Planning Board  
The Planning Board motioned to Adopt Article 29  
The Board of Health recommended Adoption of Article 29

Vote: Article 29 was Adopted/Unanimous (2/3 required)

8:26 PM

5/8/13

**Executive Summary:** The passage of the Law for the Humanitarian Medical Use of Marijuana on November 6, 2012 by the voters of the Commonwealth did not provide the Town with adequate time to evaluate the impacts of the law. This moratorium will allow the Town of Tewksbury the necessary time to evaluate the law and its impacts on public safety, public health, and zoning issues. Note, this is a zoning bylaw and not a health regulation.

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### ARTICLE 30

To see if the Town will vote to amend the Zoning Map for parcels shown on Assessor's Map 89 Lots 18, 19, 20, 21 and 22, from Residential (R40) to Multi Family District (MFD).

#### LEGAL DESCRIPTION

Beginning at a point on the northerly line of East Street at the south west corner of land of now or formerly Marc P Ginsburg & Arnold O. Martel Jr., now Bella Woods, LLC being Lot 23 on Tewksbury Assessor's Map 89, thence; westerly by the northerly line of East Street 690.00 feet, more or less, to land of said Bella Woods, LLC., thence; Northwesterly by said Bella Wood, LLC. land 290.40 feet, more or less, to a point, thence; Northeasterly by said Bella Woods land 300.00 feet, more or less, to a point, thence; Southeasterly by said Bella Woods land 90.40 feet, more or less, to a point, thence; Northeasterly by said Bella Woods land 390.00 feet, more or less, to a point at the northwest corner of said Lot 23, thence; Southeasterly by said Bella Woods land, 200.00 feet, more or less, to the point of beginning. Said land is shown as Lots B, C, D, E and F on a plan entitled "Subdivision of Land in Tewksbury, MA for Walter Doucette dated April 11, 1957, recorded in Middlesex North District Registry of Deeds Plan Book 88 Plan 149.

Arnie Martel and Others

Moderator, Keith Rauseo noted the following Scrivener's error on page 27 in the Warrant. In the first sentence, (MDF) should be (MFD). There were no objections.

Motion: The Finance Committee defers to the Planning Board  
The Planning Board motioned to Adopt Article 30  
Richard O'Neil, Jr. supported Adoption  
Barbara Flanagan motioned for Indefinite Postponement  
Richard Forsyth supported Indefinite Postponement

Vote: The motion for Indefinite Postponement Failed  
Article 30 was Adopted 111 Yes/ 44 No (2/3 required=103)

8:36 PM

5/8/13

8:41 PM

5/8/13

**Executive Summary:** The proposed zoning article seeks to extend the existing Multi-Family Zoning District to 5 adjoining parcel.

## ARTICLE 31

### **PROPOSED ZONING ARTICLE**

To see if the Town will vote to amend the Tewksbury Zoning By-Law appendix A, Section A.7 for Open Space Residential Design from (N) in HI zone to (PB) Special Permit Required.

Marc P Ginsburg

**Executive Summary:** This change would allow the Planning Board to issue a special permit for Open Space Residential Design in a HI district, which is consistent with use in an R40 zone. .

#### **APPENDIX A EXISTING TABLE OF USE REGULATIONS DISTRICTS**

A. RESIDENTIAL USERS	R40	FA	LB	COM	TR	P	MN	MFD	MFD 55	CDD	HI	OR
7. Open Space Residential Design	PB	PB	N	N	N	N	N	N	N	N	N	N

#### **APPENDIX A PROPOSED TABLE OF USE REGULATIONS DISTRICTS**

A. RESIDENTIAL USERS	R40	FA	LB	COM	TR	P	MN	MFD	MFD 55	CDD	HI	OR
7. Open Space Residential Design	PB	PB	N	N	N	N	N	N	N	N	PB	N

Motion: Richard O'Neil, Jr., representing the Sponsor of Article 31, motioned to Withdraw

Vote: Article 31 was Withdrawn

8:42 PM

5/8/13

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## ARTICLE 32

To see if the Town will vote to amend the Zoning Map for parcels shown on Assessor's Map 76 Lot 23, from Heavy Industry (HI) to Residential (R40).

### **LEGAL DESCRIPTION**

Beginning at a point on the easterly line of Livingston Street at the north west corner of land of now or formerly David & Jessica Deniger, being Lot 24 on Tewksbury Assessor's Map 76, thence; northerly by the easterly line of Livingston Street, 83 feet, more or less, to land of now or formerly New England Telephone Company thence; Northeasterly said New England Telephone land, by a curved line to the left, having a radius of 1211.22 feet, a length of 1025.20 feet, more or less, to a point at land junction of land of now or formerly the Boston & Maine Railroad and the Commonwealth of Massachusetts, thence; Southerly by said Commonwealth land, by a curved line to the left, a distance of 1,010 feet, more or less, to a point, thence; Southwesterly by said Commonwealth land, a distance of 92.92 feet, more or less, to a point, thence; Northwesterly by said Commonwealth land to a point at the northeast corner of said Deniger land, thence; Westerly by said Deniger land 400 feet, more or less, to the point of beginning.

Marc P. Ginsburg

Moderator, Keith Rauseo noted the following Scrivener's error on page 28 in the Warrant. In the first sentence, (IH) should be (HI). There were no objections.

Motion: The Finance Committee defers to the Planning Board  
The Planning Board motioned to Adopt Article 32

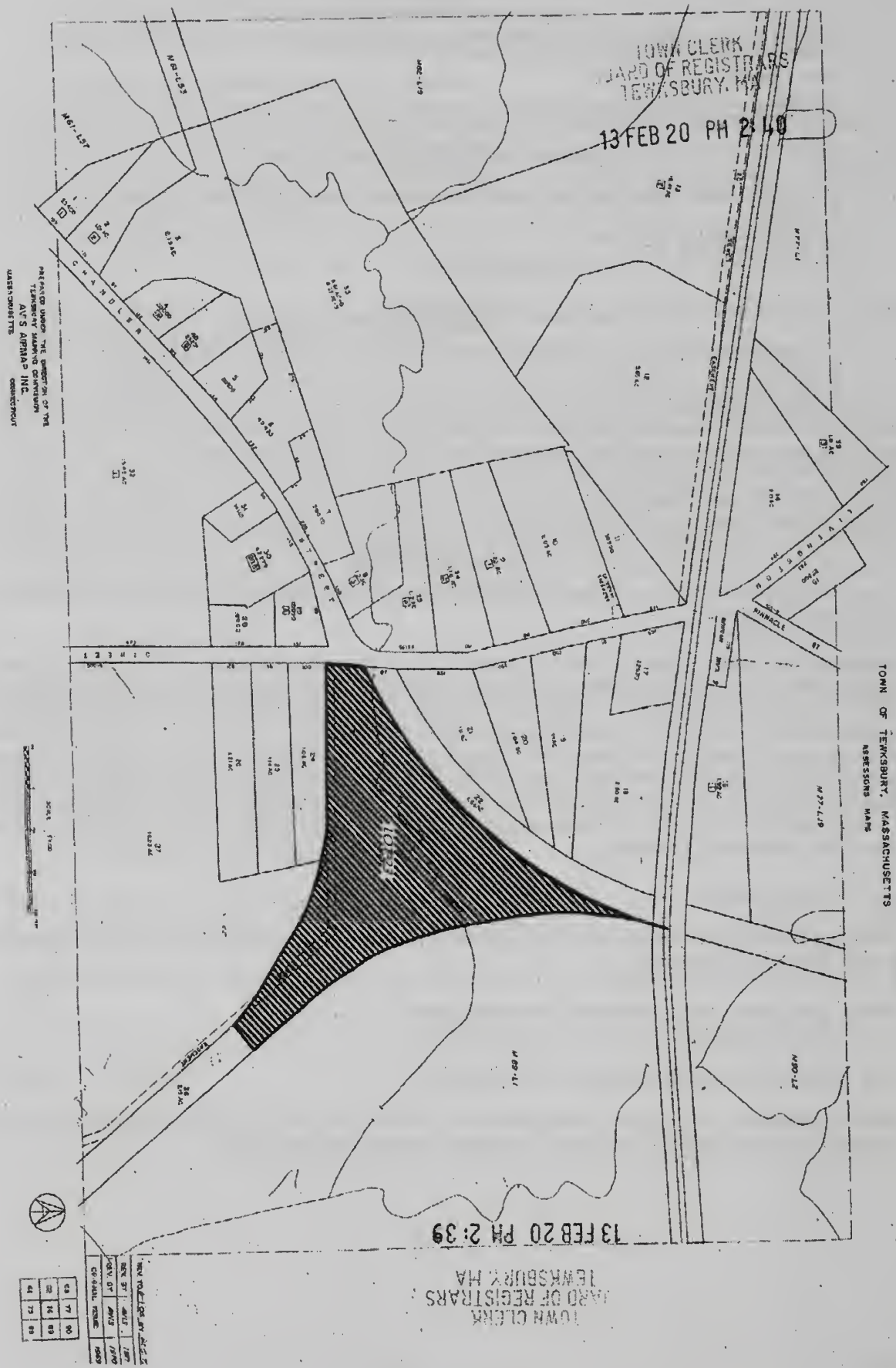
Vote: Article 32 was Adopted/Unanimous (2/3 required)

8:45 PM

5/8/13

**Executive Summary:** The proposed zoning article seeks to rezone land currently used by residential dwellings from Heavy Industry to Residential (R40) which is consistent with the current use of the property.





### ARTICLE 33

To see if the Town will vote to amend the Zoning Map for parcels shown on Assessor's Map 76 Lots 23 and 24, from Heavy Industry (IH) to Residential (R40).

#### LEGAL DESCRIPTION

Beginning at a point on the easterly line of Livingston Street at the north west corner of land of now or formerly William & Virginia McCreedy, being Lot 25 on Tewksbury Assessor's Map 76, thence; northerly by the easterly line of Livingston Street, 183 feet, more or less, to land of now or formerly New England Telephone Company thence; Northeasterly said New England Telephone land, by a curved line to the left, having a radius of 1211.22 feet, a length of 1025.20 feet, more or less, to a point at land of the Commonwealth of Massachusetts, thence; Southerly by said Commonwealth land, by a curved line to the left, a distance of 1,010 feet, more or less, to a point, thence; Southwesterly by said Commonwealth land, a distance of 92.92 feet, more or less, to a point, thence; Northwesterly by said Commonwealth land to a point on the easterly line of land of now or formerly David & Jessica Deniger, thence; Southerly by said Deniger land 56 feet, more or less, to a point at the northeast corner of said McCreedy land, thence; Westerly by said McCreedy land, a distance of 497.24 feet, more or less, to the point of beginning.

Marc P. Ginsburg

Motion: Richard O'Neil, Jr., representing the Sponsor of Article 33, motioned to Withdraw

Vote: Article 33 was Withdrawn

8:46 PM

5/8/13

**Executive Summary:** The proposed zoning article seeks to rezone land currently used by residential dwellings from Heavy Industry to Residential (R40) which is consistent with the current use of the property.

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### ARTICLE 34

Change zoning By-law to residential zoning (which is if on your St. or road their is no acre. Lots preexisting lots can be split back original lots.)

Paul Harrington and Others

Motion: The Planning Board motioned to Indefinitely Postpone Article 34

Richard O'Neil, Jr., motioned to Withdraw Article 34, and the Assembly agreed to accept this motion.

The Planning Board motioned to Withdraw their motion for Indefinite Postponement

Vote: Article 34 was Withdrawn

8:47 PM

5/8/13

**Executive Summary:** Create jobs construction (i.e. roofs, plumbing, electric) stabilize sewer and water rates

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### ARTICLE 35

To see if the Town will vote to amend its General By-laws by adding the following to Title 5 Sex Offender By-law

#### **TOWN OF TEWKSBURY CHAPTER SEX OFFENDERS**

##### **5.10.010 Findings and Intent**

- A. The intent of this chapter is to serve and to protect the Town's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the Town of Tewksbury by creating areas around locations where children, the elderly and the mentally retarded regularly congregate in concentrated numbers and where certain registered sex offenders are prohibited from loitering and establishing temporary or permanent residence.
- B. After careful consideration, the Town finds that this By-law is the most narrowly tailored means of limiting, to the fullest extent possible, the opportunity for registered sex offenders to approach or otherwise come in contact with children, the elderly and the mentally retarded in places where children, the elderly and the mentally retarded would naturally congregate, and that the protection of the health and safety of our children, elderly and the mentally retarded is a compelling governmental interest.
- C. By the enactment of this By-law or any other legislation, the Town understands that it cannot remove the threat posed to or guarantee the safety of children, the elderly and the mentally retarded, or assure the public that registered sex offenders will comply with the mandates of this By-law. This By-law is intended to create a civil, nonpunitive regulatory scheme in order to protect children, the elderly and the mentally retarded to the extent possible under the circumstances and not as a punitive measure of any kind.
- D. Registered sex offenders pose a clear threat to the children, the elderly and the mentally retarded residing or visiting in the community. Because registered sex offenders are more likely than any other type of offender to reoffend for another sexual offense, the Town desires to impose safety precautions in furtherance of the goal of protecting the children, the elderly and the mentally retarded. The purpose of this By-law is to reduce the potential risk of harm to children, the elderly and the mentally retarded of the community by impacting the ability for registered sex offenders to be in contact with unsuspecting children, the elderly and the mentally retarded in locations that are primarily designed for use by or are primarily used by children, the elderly and/or the mentally retarded, namely, the grounds of a public or private school for children, a center or facility that provides day care or children's services, a park, other public recreational facility, elderly housing facilities or facilities for the mentally retarded. The Town desires to add location restrictions to such offenders to the extent state law is silent.

#### **5.10.020 Definitions**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**CHILD or CHILDREN**

Person or persons under 18 years of age.

**DAY-CARE CENTER**

Any establishment, whether public, private or parochial, which provides care for children and is registered with and licensed pursuant to the laws of the Commonwealth of Massachusetts by the Department of Early Education and Care.

**ELDER or ELDERLY**

Person or persons over 60 years of age.

**ELDERLY HOUSING FACILITY**

Includes any building which provides a group residence for the elderly and is located within the Town.

**ESTABLISHING A RESIDENCE**

To set up or bring into being a dwelling place or an abode where a person sleeps, which may include more than one location, and may be mobile or transitory, by means of purchasing real property or entering into a lease or rental agreement for real property (including a renewal or extension of a prior agreement whether through written execution or automatic renewal).

**FACILITY FOR THE MENTALLY RETARDED**

Includes facilities under the jurisdiction of the Department of Developmental Services and which is located within the Town.

**LOITERING**

To remain for more than fifteen (15) minutes within a five hundred (500) foot distance of the location in question.

**MENTALLY RETARDED PERSON**

Pursuant to MGL c. 123B, § 1, a person who, as a result of inadequately developed or impaired intelligence, as determined by clinical authorities as described in the regulations of the Department of Developmental Services, is substantially limited in his or her ability to learn or adapt, as judged by established standards available for the evaluation of a person's ability to function in the community.

**PARK**

Includes active and passive public land designated for recreational or athletic use by the Town and located within the Town.

**PERMANENT RESIDENCE**

A place where a person lives, abides, lodges or resides for 14 or more consecutive days.

**RECREATIONAL FACILITY**

Includes, but is not limited to, a playground, soccer field, baseball field, football field, basketball court, hockey rink, mini-golf business, video arcade, laser tag establishment, skate park, (whether publicly or privately owned), to which the public has a right of access as an invitee and which is located within the Town.

**REGISTERED SEX OFFENDER**

For the purposes of this chapter shall mean: a) any person who is designated as a sexually violent predator pursuant to MGL 6, § 178K(2)(c), and who is required to register as a sex offender pursuant to the guidelines of the Sex Offender Registry Board; b) any person who is required to register as a sex offender pursuant to MGL 6, § 178C and for so long as such person is finally classified as a Level 3 offender pursuant to the guidelines of the Sex Offender Registry Board; and c) any person who is required to register as a sex

offender pursuant to Chapter 6, § 178C of the Massachusetts General Laws, for so long as such person is finally classified as a Level 2 offender pursuant to the guidelines of the Sex Offender Registry Board, and who has committed a sex offense against a child, an elder and/or a mentally retarded person.

#### **SCHOOL**

Any public or private educational facility that provides educational instruction to children in grades pre-K through 12.

#### **SCHOOL BUS STOP**

Any area designated by the public school district within the Town as a school bus stop.

#### **SEX OFFENDER and SEX OFFENSE**

The same meanings as provided for in MGL c. 6, § 178C.

#### **TEMPORARY RESIDENCE**

A place where a person lives, abides, lodges or resides for a period of less than 14 consecutive days or 14 days in the aggregate during any calendar year, which is not the person's permanent address or place where the person routinely lives, abides, lodges or resides and which is not the person's permanent residence; but "temporary residence," shall not include residence at a hospital or other health care or medical facility for less than 14 consecutive days or 14 days in the aggregate during any calendar year.

### **5.10.30 Residency Restrictions**

- A. **Prohibition** A registered sex offender is prohibited from establishing a permanent residence or temporary residence within 1,000 feet of any school, day-care center, park, other recreational facility, elderly housing facility or facility for the mentally retarded; provided, however, that the prohibition contained in this section shall not apply to any level 3 offender, to the extent and in the manner such Level 3 offender is already governed by MGL c. 6, § 178K(2)(e).
- B. **Evidentiary matters; measurements** For purposes of determining the minimum distance separation under this section, the distance shall be measured by following a straight line from the outer property line of the permanent or temporary residence to the nearest outer property line of any school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded.
- C. **Exceptions** A registered sex offender residing within 1,000 feet of any school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded does not commit a violation of this section if any of the following apply:
  - (1) The registered sex offender established the permanent residence prior to the effective date of this chapter, and:
    - (a) Permanent residence was established by purchasing the real property where the residence is established, as long as the registered sex offender continues to reside in and does not move to another restricted location in Tewksbury different from the permanent residence established prior to the effective date of this chapter; or
    - (b) Permanent residence was established through a valid, fixed-term, written lease or rental agreement, executed prior to the effective date of this chapter, as long as the registered sex offender continues to reside within and does not move to another restricted location in the Town different from the permanent residence established prior to the effective date of this chapter; or



- (c) Permanent residence was established through a verbal lease or rental agreement at the will of the landlord, as long as the registered sex offender continues to reside within and does not move to another restricted location in the Town different from the permanent residence established prior to the effective date of this chapter.
  - (2) The registered sex offender is a minor living with his or her parent(s) or legal guardian(s), which parent(s) or legal guardian(s) has(have) established a permanent residence pursuant to 5.10.030C(1).
  - (3) The school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded within 1,000 feet of the registered sex offender's permanent residence was opened after the registered sex offender established the permanent residence.
- D. **Forfeiture of exception** If, either after the effective date of this chapter or after a new school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded opens, a complaint or an indictment is issued by a court against a registered sex offender otherwise enjoying an exception under Subsection C that such sex offender has committed another sex offense, he or she will immediately forfeit that exception and be required to comply with this section.
- E. **Notice to move** A registered sex offender who resides on a permanent or temporary basis within 1,000 feet of any new school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded shall be in violation of this section and shall, within 30 days of receipt of written notice of the registered sex offender's noncompliance with this chapter, move from said location to a new location, but said location may not be within 1,000 feet of any new school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded. It shall constitute a separate violation for each day beyond the 30 days the registered sex offender continues to reside within 1,000 feet of any new school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded. Furthermore, it shall be a violation each day that a registered sex offender shall move from one location in the Town to another that is within 1,000 feet of any new school, day-care center, park, recreational facility, elderly housing facility or facility for the mentally retarded.
- F. **Penalties** Any violation of this section shall be enforced by noncriminal disposition pursuant to MGL c. 40, § 21D, as follows:
  - (1) First offense by registered sex offender: noncriminal fine of \$150 and notification to offender that he or she has 30 days to move.
  - (2) Subsequent offense by registered sex offender: noncriminal fine of \$300 and notification to offender's parole officer and/or probation officer, and the Commonwealth's Sex Offender Registry Board, that the sex offender has violated a municipal By-law.

#### 5.10.040 Safety Zones

##### A. Prohibitions

- (1) A registered sex offender is prohibited from entering upon the premises of a school or day-care center unless previously authorized specifically in writing by the school administration or day-care center owner.
- (2) A registered sex offender is prohibited from entering upon the premises of an elderly housing facility or facility for the mentally retarded unless previously authorized in writing by the on-site manager of the elderly housing facility or facility for the mentally retarded.
- (3) A registered sex offender is prohibited from entering upon the premises of a park or any recreational facility.

- (4) A registered sex offender, after having received notice from the Tewksbury Police Department that he or she is loitering by having remained for more than 15 minutes within 500 feet of a school, a day care center, a park, any recreational facility, elderly housing facility or facility for the mentally retarded, is prohibited from continuing to so loiter. For purposes of determining the minimum distance separation under this section, the distance shall be measured by following a straight line from the registered sex offender to the outer property line of the school, a day-care center, a park, any recreational facility, elderly housing facility or facility for the mentally retarded.
- (5) A registered sex offender, after having received notice from the Tewksbury Police Department that he or she is loitering by having remained for more than 15 minutes within 500 feet of a school bus stop, is prohibited from continuing to so loiter; provided, however, that this prohibition shall not apply on days when the schools within the Town are not in session.

#### **B. Exceptions**

- (1) The prohibitions defined in 5.10.040A(1) through (3) shall not be construed or enforced so as to prohibit a registered sex offender from exercising his or her right to vote in any federal, state or municipal election, or from attending any religious service.
- (2) The prohibitions defined in 5.10.040A(4) and (5) do not apply to a registered sex offender's place of residence when such residence is excepted under 5.10.030C.

**C. Penalties** Any violation of this section may be enforced by noncriminal disposition pursuant to MGL c. 40, § 21D, resulting in a noncriminal fine of \$150 for a first violation and a noncriminal fine of \$300 for each additional violation of this section. A registered sex offender commits a separate offense for each and every violation of this section.

#### **5.10.050 Exemptions**

The provisions of this chapter shall not be applicable to registered sex offenders incarcerated in any facilities owned, maintained and/or operated by the Town.

#### **5.10.060 Enforcement**

- A. The Tewksbury Police Department shall be charged with the enforcement of this chapter.
- B. A written list describing the prohibited areas defined in this chapter inclusive of school bus stops, as well as a map depicting the residency restriction areas and a map depicting the safety zones exclusive of school bus stops, shall be created by the Town and maintained by the Tewksbury Department of Public Works. As to school bus stops, the list and not the map depicting the safety zones shall govern. The Town shall review both the list and the maps no less than annually for changes. The list, the maps and a copy of this chapter will be available to the public at the Tewksbury Police Department and Tewksbury Town Clerk's office, and on the Town's website.

Town Manager  
Police Chief

Motion: Town Manager, Richard Montuori, motioned to Withdraw

Vote: Article 35 was Withdrawn

8:47 PM

5/8/13

**Executive Summary:** This Article limits the proximity a register sex offender can live or loiter from a school, daycare, park, elderly housing, mentally retarded facility, bus stop, etc. or recreational facility in the Town of Tewksbury.

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### ARTICLE 36

To see if the Town will vote to amend Chapter 8 of the Town of Tewksbury General Bylaws, Section 8.24.020 Handicapped Parking - Temporary Handicapped Parking Placard/Permit as follows:

**DELETE:** The Town Clerk may issue a Temporary Handicapped Parking Placard/Permit to any Tewksbury resident upon application and with a supporting letter signed by a licensed physician designating the applicant as physically handicapped. The temporary Handicapped Parking Placard/Permit shall be issued with an expiration date not to exceed 180 days from the date of issue and shall be displayed so as to be visible through the left portion of the front windshield of any vehicle parked in a designated Handicapped Parking Space. The Temporary Handicapped Parking Placard/Permit will be mutually honored by the Towns of Billerica, Chelmsford, Dracut, Tewksbury, Tyngsboro, Westford, and the City of Lowell.

Town Clerk

Motion: The Finance Committee motioned for Adoption of Article 36

Vote: Article 36 was Adopted

8:48 PM

5/8/13

**Executive Summary:** The Temporary Handicapped Parking Placard/Permit mutual agreement referenced in the bylaw is no longer in effect. The Massachusetts Registry of Motor Vehicles issues disabled placards for both temporary and permanent conditions.

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### ARTICLE 37

To see if the voters of the Town of Tewksbury will vote to amend the Tewksbury Bylaws by replacing the existing General Bylaw, Chapter 6.04 Dogs with the following revised Bylaw as shown, with DELETIONS denoted in strike-through format and ADDITIONS denoted in underline format.

#### Chapter 6.04

#### DOGS

##### Sections:

- 6.04.005 Purpose.
- 6.04.010 Reference to Massachusetts general laws.
- 6.04.020 Definitions.
- 6.04.030 Registration Licenses.
- 6.04.040 Vaccination against rabies.
- 6.04.050 Dog tag.
- 6.04.060 License fees Late fees Penalties.
- 6.04.070 Kennel License Fees.
- 6.04.080 Animal Control Officer.
- 6.04.090 Hearing Officer.
- 6.04.100 Leash law.
- 6.04.110 Public nuisances.
- 6.04.120 Disposition of dogs.
- 6.04.130 Informal disposition process.
- 6.04.140 Non-Criminal Disposition of Violation.
- 6.04.150 Bylaw violation.
- 6.04.160 Penalty Bylaw violation.
- 6.04.170 Dog Fund.
- 6.04.180 Massachusetts General Laws incorporated into this bylaw.
- 6.04.190 Effective implementation date of this bylaw.
- 6.04.200 Severability clause.
- 6.04.005 Purpose.



These Bylaws are intended to guide those persons owning or keeping dogs within the Town of Tewksbury in their role as responsible pet owners. Although it is hoped these regulations will act as an educational tool, it must be understood that the enforcement of this bylaw is necessary to protect the rights and safety of the public. (Art. 21, ATM 1997)

#### **6.04.010 Reference to Massachusetts general laws.**

Any reference to a "Section" in this Bylaw shall mean Chapter 140 of the Massachusetts General Laws, unless otherwise stated. (Art. 21, ATM 1997)

#### **6.04.020 Definitions.**

Unless otherwise set out in this Bylaw, any term defined in Chapter 140, Section 136A, Massachusetts General Laws, shall have the same meaning in this Bylaw, and shall be expressly incorporated herein.

"Animal control officer", an appointed officer authorized to enforce sections 136A to 174D, inclusive.

"Animal shelter" Any premises designated for the purpose of impounding and caring for animals held under authority of this bylaw.

"At large" At large shall mean on or off the premises of the owner, and not under the control of the owner or authorized escort either by leash, cord, chain or otherwise.

"Enclosed area" A portion of the owner's property which is secured by fencing in such a manner that the dog, once inside the area cannot exit of its own accord. The Animal Control Officer, after an inspection of the area, will determine if the enclosed area is suitable or not.

"Kennel" One (1) pack or collection of dogs on a single premises, whether maintained for breeding, boarding, sale, training, hunting or other purposes, and including any shop where dogs are on sale, and also including every pack or collection of more than three (3) dogs, three (3) months old or older, owned or kept by a person on a single premises, irrespective of the purpose for which they are maintained.

"Kennel", a pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.

- "Commercial boarding or training kennel", an establishment used for boarding, holding, overnight stays or training of animals that are not the property of the owner of such establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of such animal; provided, however, that this definition shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a facility which does not provide overnight boarding for animals but does provide dog grooming, dog training, supervised playtime of dogs or dog walking with not more than 12 dogs on a single premises or individuals who temporarily, and not in the normal course of business, board or care for animals owned by others.
- "Commercial breeder kennel", an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or for exchange to wholesalers, brokers or pet shops in return for consideration.
- "Domestic charitable corporation kennel", a facility operated, owned or maintained by a domestic charitable corporation registered with the department, or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purpose while providing veterinary treatment and care.
- "Personal kennel", a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed, use in legal sporting activity or other personal reasons; provided, further, that selling, trading, bartering or the distribution of such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided, further, that personal kennels shall not sell, trade, barter or distribute any dogs not bred from their personally owned dogs; and provided, further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not made for the purpose of profiting thereby.

- "Veterinary kennel", a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that this definition shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment, observation, or will do so, only for the period of time needed to accomplish the needed veterinary care.

"Licensing Authority": As provided by the Massachusetts General Laws (MGL) is the Town Clerk.

"License Period" The license period shall be from January 1 of each year to December 31 of the same year.

"Livestock or Fowls" Animals or fowls kept or propagated by the owner for food or as a means of livelihood; also and deer, elk, cottontail rabbit,s and northern hare,s pheasants, quail, partridge and other birds and quadrupeds determined by the Department of Fisheries, Wildlife and Environmental Law Enforcement to be wild and kept by, or under a permit from, said department in proper houses or suitable enclosed yards. Such phrase shall not include dogs, cats and other pets.

"Owner" Owner shall mean any person or persons, firm, association or corporation owning, keeping or harboring a dog owned or kept in the Town.

"Person" An individual, partnership, company or corporation.

"Restraint" A dog shall be deemed to be under "restraint" if it is on the premises of the owner accompanied by a person who shall have the dog under control; or is in a suitably enclosed area; or if outside the premises of the owner, is accompanied by a person who shall have the dog under control by holding it firmly on a leash no greater than six (6) feet in length.

"Veterinary hospital" An establishment maintained and operated by a licensed veterinarian for the boarding of animals or the diagnosis and treatment of diseases and injuries of animals. (Art. 26, ATM 2004; Art. 21, ATM 1997)

#### **6.04.030 Registration – Licenses.**

~~A person who at the commencement of a licensed period is, or who during any license period becomes, the owner or keeper of a dog six (6) months old or over which is not duly licensed, and the owner or keeper of a dog when it becomes six (6) months old during a license period, shall cause it to be registered, numbered, described and licensed until the end of such license period, and the owner or keeper of a dog so registered, numbered, described and licensed during any license period, shall, before the beginning thereof, cause it to be registered, numbered, described and licensed for such period. The registering, numbering, describing and licensing of a dog shall be done in the office of the Town Clerk on a form prescribed and supplied by the Town Clerk, and shall be subject to the condition expressed therein that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing live stock or fowl.~~

The owner or keeper of any dog over the age of 6 months shall obtain a license for the dog. The registering, numbering, describing and licensing of a dog shall be conducted in the Office of the Town Clerk. The license shall be subject to the condition expressed in the license that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing live stock or fowl.

Dogs must wear identification tags, attached to the collar, at all times when off the premises of the owner. The Town Clerk shall maintain a record of the identifying numbers and shall make this record available to the public. No person shall keep more than four (4) dogs, over the age of six (6) months, at any single family residence within the Town. (Art. 21, ATM 1997)

#### **6.04.040 Vaccination against rabies.**

The Town Clerk shall not grant such license for any dog unless the owner thereof provides the Town Clerk with either a veterinarian's certification that such dog has been vaccinated in accordance with the provisions of Section 145B (CH.140,MGL) or has been certified exempt from such provision as outlined in Section 137 or 137A (CH.140,MGL).

Vaccinated animals shall be revaccinated periodically in accordance with rules and regulations adopted and promulgated by the Massachusetts Department of Public Health. (Art. 21, ATM 1997)

#### **6.04.050 Dog tag.**

The owner or keeper of a licensed dog shall cause it to wear around its neck or body a collar or harness of leather or other suitable material, to which shall be securely attached a tag in a form prescribed by and issued by the Town Clerk when a license is issued. Such tag shall state the following: (a) Town of Tewksbury, (b) year of issue, and (c) tag number. If any such tag shall be lost, the owner or keeper of such dog shall forthwith secure a substitute tag from the Town Clerk at a cost of five (\$5.00) dollars.



The provision of Section 138 (change of owner and out of state/country), Section 138A (commercial sale) and Section 146 (license valid throughout Commonwealth) of (CH.140, MGL) shall be expressly incorporated herewith and shall henceforth apply under this Bylaw. (Art. 21, ATM 1997, Art. 32, ATM 2009)

**6.04.060 License fees Late fees – Penalties.**

Fees for all dogs male, female, neutered or spayed shall be fifteen (\$15.00) dollars annually, payable on January 1.

Late Fees: Overdue fees shall be increased to twenty (\$20.00) dollars if not paid on or before March 15 and to thirty (\$30.00) dollars if not paid on or before July 1.

The fee is \$15.00 for a dog license, \$20.00 if the dog has not been spayed or neutered, payable on January 1.

Late Fees: If your dog is not licensed by March 15th, an additional Late Fee of \$5.00 will be assessed.

If your dog is not licensed by July 1<sup>st</sup>, an additional Late Fee of \$10.00 will be assessed.

	<u>January 1<sup>st</sup> - March 15<sup>th</sup></u>	<u>March 16<sup>th</sup> – July 1<sup>st</sup></u>	<u>July 2<sup>nd</sup> – December 31<sup>st</sup></u>
<u>Spayed or Neutered</u>	<u>\$15</u>	<u>\$20</u>	<u>\$30</u>
<u>Not Spayed or Neutered</u>	<u>\$20</u>	<u>\$25</u>	<u>\$35</u>

The license fee for a spayed or neutered dog shall be less than the license fee of an intact dog. Upon application for a license, the Town Clerk shall require a certificate from the veterinarian who spayed or neutered the dog as proof that the dog is spayed or neutered; provided, however, that if the city or town clerk is satisfied that the certificate of the veterinarian who spayed or neutered the dog cannot be obtained, the clerk may instead accept a receipt of a bill from the veterinarian who performed such procedure or a statement signed under the penalties of perjury by a veterinarian registered and practicing in the commonwealth describing the dog and stating that the veterinarian has examined the dog, which appears to have been spayed or neutered and incapable of propagation.

Except as provided by Section 138 (CH.140, MGL) a person applying for a license hereunder shall be obligated to pay all outstanding fees related to the dog in question previously required by this bylaw.

Determination of licensing eligibility, dogs not required to be licensed, or refunding license fees shall be determined as set out in Section 139, (CH.140, MGL).

Any dog, impounded by the Animal Control Officer or others duly authorized, which is not wearing a tag indicating a current rabies vaccination, shall be vaccinated by a licensed veterinarian. The owner shall be required to pay such cost. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

**6.04.070 Kennel license – Fees.**

Any person maintaining a kennel shall have a kennel license.

Any person who meets the requirement of the Town Zoning By-Laws relating to kennels and the provisions of Section 137A, (CH.140, MGL) may apply for a license to operate from the Town Clerk on a form pre scribed and supplied by the Town Clerk upon payment of the required fee. In the case of an applicant for initial licensure, and in the case of an applicant for license renewal, a licensing authority shall not issue a kennel license until a kennel has passed inspection by the Animal Control Officer.

Domestic charitable organizations incorporated exclusively to protect animals from cruelty, neglect or abuse, or for relief of suffering among animals may be issued a kennel license without charge provided the above requirements have likewise been met.

The provisions of Section 137B, (CH.140, MGL) (Sale of dogs by Kennels regulated) shall be expressly incorporated into this bylaw. The Board of Health, its designee, or the Animal Control Officer may at any time inspect, or cause a kennel to be inspected. If their judgment is that the facility is not being maintained in a sanitary and humane manner or that records are not being legally kept, a petition shall be filed with the Hearing Officer setting forth the facts.

Within seven (7) days of receiving such a petition, or a similar complaint by twenty-five (25) citizens alleging they are aggrieved or annoyed to an unreasonable extent by one (1) or more dogs in a kennel because of excessive barking or the vicious disposition of said dogs, or other conditions at such kennel which they claim constitute a public nuisance, the Hearing Officer shall notify all interested parties of a public hearing, the date of which shall be within fourteen (14) days of the original filing date. No longer than seven (7) days thereafter the Hearing Officer shall issue one of the following orders:



- (a) Revoke/suspend its license or otherwise regulate such kennel;
- (b) Dismiss the petition(s).

The Hearing Officer shall forthwith mail a copy of his/her decision to the license holder, and file copies with the Town Clerk and Animal Control Officer. Within ten (10) days thereafter the licensee may appeal an adverse decision to the District Court. A person who continues to operate a kennel after its license has been revoked or suspended shall be punished as set forth elsewhere in this bylaw. The provision of Section 137D (CH.140,MGL, Cruelty to Animals) shall be expressly incorporated under this bylaw.

Kennels shall be limited to a total of fifteen (15) dogs to be maintained on said premises. It shall be a violation of this bylaw to have any dogs on said premises over and above said number.

Kennel License/Fees:	
Five (5) dogs or less	\$50.00
Ten (10) dogs or less	\$100.00
Fifteen (15) dogs or less	\$150.00
Over sixteen dogs	Prohibited

Said fees are subject to all other conditions set forth in Section 139 (CH.140, MGL). (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### 6.04.080 Animal Control Officer.

The Town Manager shall appoint an Animal Control Officer and as many Assistant Animal Control Officers as he/she determines necessary to enforce this bylaw and, said individual(s) shall enforce this bylaw and perform such other duties as the Town Manager may determine.

The Animal Control Officer shall seek out, catch and confine all dogs within the Town that have not been licensed within sixty (60) days of the time the dog is required to be licensed under this bylaw; and shall seek out, catch and confine any dogs within the Town that are found on public property, or on private property where said dog is trespassing and the owner or person in control of such property wants the dog removed, said dog being in violation of this requirement of this bylaw; and shall seek out, catch and confine any dog within the Town when said dog was cited for a violation of any provision of this bylaw, and the owner or keeper has failed, within twenty-one (21) days, to avail him/herself to the provision of this bylaw, or within twenty-one (21) days of a determination by the court under the provision of Chapter 1.08, General Penalty, Town by laws, that any sums are due and has failed to pay said sums.

Any owner or keeper of any dog who refuses to turn over any dog to the Animal Control Officer upon demand, said seeking out, catching or confinement authorized in the above paragraph shall be punished by a fine of one hundred and fifty (\$150.00) dollars. Each day that said violation continues shall constitute a separate offense.

No person shall interfere with, hinder, molest or abuse an Animal Control Officer in the exercise of such responsibilities. The provisions of Section 151 and 151A (CH.140,MGL) regarding ~~killing~~ euthanization and/or transfer of any dogs shall apply and are expressly incorporated in this bylaw. No Animal Control Officer shall be a licensed animal dealer registered with the United States Department of Agriculture, and no Animal Control Officer, either privately or in the course of carrying out his/her official assignments as an agent for this Town, or shall any other agent of the Town, give, sell, or turn over any animal which may come into custody to any business or institution licensed or registered as a research facility or animal dealer with the United States Department of Agriculture. Whoever violates the provisions of this paragraph shall be punished as provided in Section 151 (CH.140,MGL).

Duties of Officers. Each police officer, Animal Control Officer or Assistant Animal Control Officer to whom such authority is issued shall, on the first week of every month, make returns to the Director of Public Health and shall state in said returns the number of dogs which he/she has caught, confined or ~~killed~~ euthanized, or made available for adoption, the names of the owners or keepers thereof and whether all unlicensed dogs in the Town have been caught, confined ~~or killed~~ euthanized, or adopted, and the names of persons against whom complaints have been made under the provision of Chapter 140, MGL, and this bylaw relating to dogs, and whether complaints have been entered against all of the persons who have failed to comply therewith since the previous report. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### 6.04.090 Hearing Officer.

The Town Manager shall appoint a Hearing Officer who shall act on his/her behalf of all matters pertaining to the enforcement of this bylaw and the settling of any disputes between dog owner/keeper, the Town or its residents. (Art. 21, ATM 1997)

#### 6.04.100 Leash law.

No owner or keeper of any dog shall permit such dog to run at large at any time. The provisions of this section shall not be intended to apply to dogs participating in any dog show, nor to seeing eye dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place, nor to any dogs properly trained and under the control of aiding the deaf.

**Restraint of Dogs.** No person shall own, keep or harbor in the Town, within the confines of the owner's property (meaning owned, rented or leased), any dog which is left unattended and is not leashed or otherwise restrained or, if outside the premises of the owner (meaning owned, rented or leased), any dog which is not held firmly on a leash no greater than six (6) feet in length by a person who shall have control of such dog. This regulation shall not apply to a dog accompanying a person who, by reason of his/her disability, is physically unable to comply with the requirements of this bylaw or to any individual who utilizes a seeing eye guide dog.

##### Leash Law:

1st Offense	Warning
2nd Offense	\$50.00
Each Subsequent Offense	\$100.00

Unrestrained dogs may be taken by the Animal Control Officer or police and impounded in an animal shelter, and there confined in a humane manner. If the dog can be identified, the Animal Control Officer shall notify the owner of the impoundment. Impounded dogs shall be kept for ~~ten (10)~~ seven (7) days unless reclaimed by their owner. Dogs not claimed within ~~ten (10)~~ seven (7) days seven (7) or not placed in suitable homes may be humanely euthanized by the Animal Control Officer or by an agency delegated by him/her to exercise that authority. In addition to or in lieu of impounding a dog found at large, the Animal Control Officer or police officer shall issue to the known owner of such dog a notice of the bylaw violation. Dogs being conveyed in a vehicle or boat shall be deemed to be under the personal control of the owner/keeper or custodian thereof. This bylaw shall not apply to dogs commonly known to be used for hunting, tracking or advanced obedience training purposes during any period said dogs are being used for such activity. Any dog being used for advanced obedience training shall have written proof of an AKC obedience certificate and be under total supervision, within fifty (50) feet, of a trainer or owner. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### 6.04.110 Public nuisances.

Every owner or keeper of a dog shall exercise proper care and control of his/her dog so as to prevent said dogs from becoming a public nuisance. It shall be deemed a public nuisance if any dog should trespass upon private or public property and deposit feces thereon, unless immediately removed by the owner or keeper of said dog.

Every Owner or keeper of said dog, who allows a dog in their control or possession to continuously bark for more than ten (10) consecutive minutes shall be deemed a PUBLIC NUISANCE. ~~Or take any other action relative thereto.~~

**Female Dogs in Heat.** Every female dog in heat shall be confined in a building or secured enclosure in such a manner that such female dog cannot come into contact with another animal except for planned breeding. The Animal Control Officer shall have the power to enforce a regulation to eliminate what he/she may deem to be a nuisance. Penalty for the violation of this section shall be:

1st Offense:	Warning
2nd Offense:	\$50.00
Each Subsequent Offense:	\$100.00



Noise, Disturbances, Chasing Vehicles, Trespassing, etc. No owner or keeper shall fail to exercise proper care and control of his/her dog to prevent said dog from becoming a public nuisance. Barking frequently or for continued duration or making sounds which create a noise disturbance across a residential real property boundary, molesting passersby, chasing vehicles, attacking people or other domestic animals, trespassing on school grounds or trespassing on private property in such a manner to damage property shall be deemed a nuisance. Penalty for the violation of this section shall be:

1st Offense:	Warning
2nd Offense:	\$50.00
Each Subsequent Offense:	\$100.00

Quarantine of Dog That Bites. The dog owner or keeper shall immediately, and within twenty-four (24) hours, notify the Board of Health if the dog bites a person.

A dog that bites a person shall be quarantined for ten (10) days if ordered by the Animal Inspector. During quarantine, the dog shall be securely confined and kept from contact with any other animal. At the discretion of the Animal Inspector the quarantine may be on the premises of the owner. If the Animal Inspector requires other confinement, the owner shall surrender the animal for the quarantine period to an animal shelter or shall at his/her own expense place it in a facility approved by the Animal inspector.

If said dog is in violation of one (1) or more of the following: unlicensed, unrestrained or is not currently vaccinated with anti-rabies vaccine, the owner shall surrender the animal for the quarantine period to a veterinary hospital at the owner or keeper's expense.

Animals Suspected of Being Rabid. No police officer or other person shall ~~kill~~euthanize or cause to be ~~killed~~euthanized any animal suspected of being rabid, except after the animal has been placed in quarantine and the diagnosis of rabies made by a licensed veterinarian. If a veterinarian or Animal Inspector diagnoses rabies in an animal in quarantine, then the animal shall be humanely ~~killed~~euthanized and the head of such animal sent to a laboratory for pathological examination and confirmation of diagnosis.

Anti-Rabic Vaccine and Treatment. The Board of Health shall, upon application, furnish free of charge to any Town resident who has been exposed to rabies, or may have been so exposed, anti-rabic vaccine and anti-rabic treatment, in accordance with rules and regulations which the Massachusetts Department of Public Health is authorized to make. Any resident shall have the right to select his/her own physician, who shall be paid by the Town at a rate established by the Board of Health and the fact that a physician is a member of the Board of Health shall not disqualify him/her from being so selected and from being paid by the Town for his/her services. Reimbursement for the cost of furnishing vaccine and treatment shall be made from the Dog Fund.

Ordering Dogs Muzzled or Restrained. All the provisions of Section 167 (CH.140,MGL) shall be incorporated into this bylaw except that any dog held under the provisions of Section 167 (CH.140,MGL) may not be released until all the requirements of this bylaw, regarding licensing and the fee for care of the animal are complied with. All other provisions of Section 167 (CH.140,MGL) shall be incorporated herein. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 37, ATM 2007, Art. 32, ATM 2009)

#### 6.04.120 Disposition of dogs.

Any dog confined by the Animal Control Officer, unless picked up by the owner, shall be kept for at least ~~ten (10)~~ seven (7) days, at which time said dog may be disposed of in a manner approved by the Board of Health, provided that at the end of ~~ten (10)~~ seven (7) days, the Animal Control Officer may make available for adoption any male or any spayed female dog not found to be diseased. Any dog confined by the Animal Control Officer shall not be released to the owner or keeper until the owner produces evidence of a current dog license, and ~~pays a sum of five (\$5.00) dollars per day for care of the animal; each day or part of a day is counted as one (1) day.~~ The Animal Control Officer shall establish a procedure for the adoption of abandoned dogs and in conjunction with the Director of Public Health set any fees or deposits required.

Any fees in this paragraph are to be in addition to fees or lines as specified elsewhere in this bylaw and/or under Massachusetts General Laws. No dog shall be turned over or sold in any manner inconsistent with Section 151 (CH.140,MGL) or disposed of inconsistent with the provisions of Section 151A (CH.140,MGL).

Reclaiming Impounded Dogs. An owner reclaiming an impounded dog shall ~~pay an administrative fee of twenty five (\$25.00) dollars, plus twenty five (\$25.00) boarding charge for each day that the dog has been impounded; all boarding costs.~~ In addition, if applicable, veterinary costs plus a 10% administrative fee for a distemper vaccination. costs for any required vaccinations as required by MGL c. 140 Section 145 B, if the dog is not up-to-date on its annual vaccinations, as certified by a licensed veterinarian.



The provisions of Section 160, and Section 161 (CH.140,MGL) regarding property damage, appraisal and reimbursement are expressly incorporated in this bylaw.

The provisions of Section 171 (CH.140,MGL), liability of damages, are expressly incorporated into this by law. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.130 ~~Informal disposition process.~~ Disposition Process**

The owner or keeper of the dog that receives a citation under this bylaw, may admit to the offense charged by personally or through a duly authorized agent or by mailing to the Town Clerk, said citation along with payment in the amount as authorized under the penalty provisions of this bylaw. Said payment shall be by postal note, money order or personal check. The payment to the Town shall operate as a final disposition of the case. ~~If such person when issued a citation desires to contest the violation through the Informal Disposition Process, he/she may, within fourteen (14) days of said issuance, request a hearing with the Hearing Officer and may present either in person or by counsel, any evidence he/she may have to refute the allegation contained in the citation. At such hearing, the Hearing Officer shall make a determination as to the facts of the allegation, and said determination shall be final regarding the Informal Disposition Process.~~ (Art. 21, ATM 1997)

#### **6.04.140 Non-Criminal Disposition of Violation.**

If any person so notified by citation desires to contest the violation alleged in the citation notice ~~without availing themselves to the provisions of the Informal Disposition Process, or desires to contest the decision of the Hearing Officer,~~ he/she may avail him/herself to the procedures established in Chapter 1.08, Section 1.08.010, of the Town of Tewksbury Town By-Laws. In either of the above cases, or if the owner or keeper of a dog fails to respond to the citation within twenty-one (21) days, the Town Clerk shall forward a copy of the citation to the District Court where it shall be handled under the provisions of Article 1, Section 2 of the Town By-Laws. (Art. 21, ATM 1997)

#### **6.04.150 Bylaw violation.**

Proceedings under this section shall not be criminal. If any violation is continuing, each day's violation shall be deemed to be a separate violation. Complaints will be sought in a District Court according to Chapter 140, Section 173A, Massachusetts General Laws.

Enforcement of this section may, in the first instance, be pursued through the provisions of Section 21D, Chapter 40, Massachusetts General Laws, which provides for a non-criminal disposition. The enforcing persons shall be any police officer of the Town and the Animal Control Officer and the Assistant Animal Control Officer. (Art. 26, ATM 2004; Art. 21, ATM 1997)

#### **6.04.160 Penalty Bylaw violation.**

(1) The following penalties, except where otherwise indicated herein, shall be in effect for violations of the provisions of this bylaw:

(a) Informal Disposition Process:	
1st Offense	Warning
2nd Offense	\$ 50.00
Each Subsequent Offense	\$100.00

(b) Non-Criminal Disposition through Chapter 1.08, General Penalty Town of Tewksbury, Town By-Laws:	
1st Offense	Warning
2nd Offense	\$ 50.00
Each Subsequent Offense	\$100.00

(2) Penalties for violations of any provision of this bylaw, except where otherwise indicated, shall be one hundred (\$100.00) dollars. (Art. 22, ATM 2000; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### 6.04.170 Dog Fund.

A Dog Fund is hereby created by the Town under the provisions of MGL., Chapter 44, Section 53E, said fund to be used as a depository for all monies collected as fees, fines, charges, penalties and other like monies imposed under this bylaw. It shall be administered by the Treasurer/Collector and may also receive funds from usual municipal financing methods.

Receipts allocated to this fund shall be deposited in a special account by the Treasurer.

Expenditures may be charged against this fund without prior appropriation, subject to the approval by the Town Clerk, and shall be limited to purposes directly connected to the enforcement of the provisions of the dog bylaw.

Said expenditures, or incurred liabilities, shall not exceed the available balance of the fund at any given time nor the actual amounts deposited to it during the previous fiscal year.

The unexpended balance in this account at the end of each fiscal year shall be deposited into the General Fund.

At the written request of the Town Clerk, to the Auditor, a portion of the unexpended balance shall remain in the Dog Fund, to provide for the purchase of supplies and technical services to maintain the Dog Program.

Any veterinarian registered under the provisions of Section 55 or 56A (Ch.112,MGL) who provided emergency treatment of a dog or cat that is injured on any public way in Tewksbury shall receive (in lieu of payment allowed in Section 151B, CH.140,MGL), payment from the Dog Fund provided by this bylaw. All other provisions of Section 151B (CH.140,MGL) shall be incorporated herein under this bylaw.

The Board of Selectmen shall determine certain salaries or expenses that may not be funded with this fund but must be appropriated through the usual municipal financing procedure, and such determination shall be binding on this administration of this fund by the Treasurer/Collector. ~~The Town Clerk shall receive a fee as stipulated in Section 147 (CH.140,MGL).~~ (Art. 21, ATM 1997).

Town Clerk

Moderator, Keith Rauseo noted the following Scrivener's error. The Town Clerk is the sponsor of Article 37. There were no objections.

Motion: The Finance Committee motioned to Adopt Article 37

Judith Fader motioned to Amend the Article.

Richard O'Neil, Jr. motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	9:06 PM	5/8/13
	The Amendment was Adopted	9:07 PM	5/8/13
	Article 37 was Adopted as Amended	9:08 PM	5/8/13

**AMENDMENT:** Please amend sentences 1, 2, and 3 in paragraph 4 of subsection 6.04.100 with noted deletions and additions as follows:

Unrestrained dogs may be taken by the Animal Control Officer or police and impounded in an animal shelter, and there confined in a humane manner. If the dog can be identified, the Animal Control Officer shall notify the owner of the impoundment. Impounded dogs shall be kept for ~~ten (10)~~ seven (7) days unless reclaimed by their owner. Dogs not claimed within ~~ten (10)~~ seven (7) days or not placed in suitable homes may be humanely euthanized by the Animal Control Officer or by an agency delegated by him/her to exercise that authority. placed in a recognized non-profit animal shelter that meets MSPCA standards for future adoption. In addition to or in lieu of impounding a dog found at large, the Animal Control Officer or police officer shall issue to the known owner of such dog a notice of the bylaw violation. Dogs being conveyed in a vehicle or boat shall be deemed to be under the personal control of the owner/keeper or custodian thereof. This bylaw shall not apply to dogs commonly known to be used for hunting, tracking or advanced obedience training purposes during any period said dogs are being used for such activity. Any dog being used for advanced obedience training shall have written proof of an AKC obedience certificate and be under total supervision, within fifty (50) feet, of a trainer or owner. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

Please amend the first sentence of subsection 6.04.120 with the noted deletions and additions as follows:

Any dog confined by the Animal Control Officer, unless picked up by the owner, shall be kept for at least ~~ten (10)~~ seven (7) days, at which time said dog may be disposed of in a manner approved by the Board of Health, provided that at the end of ~~ten (10)~~ seven (7) days, the Animal Control Officer may make available for adoption ~~any male or any spayed female~~ dog not found to be diseased.

**Executive Summary:** Passage of this article will modify the existing Dog Bylaw to comply with new state regulations (Chapter 140 MGL and Chapter 193, Acts of 2012) and increase the licensing fee for dogs that have not been spayed or neutered.

**ARTICLE 37 AS AMENDED:**

To see if the voters of the Town of Tewksbury will vote to amend the Tewksbury Bylaws by replacing the existing General Bylaw, Chapter 6.04 Dogs with the following revised Bylaw as shown, with DELETIONS denoted in strike-through format and ADDITIONS denoted in underline format.

**Chapter 6.04**

**DOGS**

**Sections:**

- 6.04.005 Purpose.**
- 6.04.010 Reference to Massachusetts general laws.**
- 6.04.020 Definitions.**
- 6.04.030 Registration Licenses.**
- 6.04.040 Vaccination against rabies.**
- 6.04.050 Dog tag.**
- 6.04.060 License fees Late fees Penalties.**
- 6.04.070 Kennel License Fees.**
- 6.04.080 Animal Control Officer.**
- 6.04.090 Hearing Officer.**
- 6.04.100 Leash law.**
- 6.04.110 Public nuisances.**
- 6.04.120 Disposition of dogs.**
- 6.04.130 Informal disposition process.**
- 6.04.140 Non-Criminal Disposition of Violation.**
- 6.04.150 Bylaw violation.**
- 6.04.160 Penalty Bylaw violation.**
- 6.04.170 Dog Fund.**
- 6.04.180 Massachusetts General Laws incorporated into this bylaw.**
- 6.04.190 Effective implementation date of this bylaw.**
- 6.04.200 Severability clause.**
- 6.04.005 Purpose.**

These Bylaws are intended to guide those persons owning or keeping dogs within the Town of Tewksbury in their role as responsible pet owners. Although it is hoped these regulations will act as an educational tool, it must be understood that the enforcement of this bylaw is necessary to protect the rights and safety of the public. (Art. 21, ATM 1997)

**6.04.010 Reference to Massachusetts general laws.**

Any reference to a "Section" in this Bylaw shall mean Chapter 140 of the Massachusetts General Laws, unless otherwise stated. (Art. 21, ATM 1997)

**6.04.020 Definitions.**

Unless otherwise set out in this Bylaw, any term defined in Chapter 140, Section 136A, Massachusetts General Laws, shall have the same meaning in this Bylaw, and shall be expressly incorporated herein.

"Animal control officer", an appointed officer authorized to enforce sections 136A to 174D, inclusive.

"Animal shelter" Any premises designated for the purpose of impounding and caring for animals held under authority of this bylaw.

"At large" At large shall mean on or off the premises of the owner, and not under the control of the owner or authorized escort either by leash, cord, chain or otherwise.

"Enclosed area" A portion of the owner's property which is secured by fencing in such a manner that the dog, once inside the area cannot exit of its own accord. The Animal Control Officer, after an inspection of the area, will determine if the enclosed area is suitable or not.



"Kennel" One (1) pack or collection of dogs on a single premises, whether maintained for breeding, boarding, sale, training, hunting or other purposes, and including any shop where dogs are on sale, and also including every pack or collection of more than three (3) dogs, three (3) months old or older, owned or kept by a person on a single premises, irrespective of the purpose for which they are maintained.

"Kennel", a pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.

- "Commercial boarding or training kennel", an establishment used for boarding, holding, overnight stays or training of animals that are not the property of the owner of such establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of such animal; provided, however, that this definition shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a facility which does not provide overnight boarding for animals but does provide dog grooming, dog training, supervised playtime of dogs or dog walking with not more than 12 dogs on a single premises or individuals who temporarily, and not in the normal course of business, board or care for animals owned by others.
- "Commercial breeder kennel", an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or for exchange to wholesalers, brokers or pet shops in return for consideration.
- "Domestic charitable corporation kennel", a facility operated, owned or maintained by a domestic charitable corporation registered with the department, or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purpose while providing veterinary treatment and care.
- "Personal kennel", a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed, use in legal sporting activity or other personal reasons; provided, further, that selling, trading, bartering or the distribution of such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided, further, that personal kennels shall not sell, trade, barter or distribute any dogs not bred from their personally owned dogs; and provided, further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not made for the purpose of profiting thereby.
- "Veterinary kennel", a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that this definition shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment, observation, or will do so, only for the period of time needed to accomplish the needed veterinary care.

"Licensing Authority": As provided by the Massachusetts General Laws (MGL) is the Town Clerk.

"License Period" The license period shall be from January 1 of each year to December 31 of the same year.

"Livestock or Fowls" Animals or fowls kept or propagated by the owner for food or as a means of livelihood; also and deer, elk, cottontail rabbit,s and northern hare,s pheasants, quail, partridge and other birds and quadrupeds determined by the Department of Fisheries, Wildlife and Environmental Law Enforcement to be wild and kept by, or under a permit from, said department in proper houses or suitable enclosed yards. Such phrase shall not include dogs, cats and other pets.

“Owner” Owner shall mean any person or persons, firm, association or corporation owning, keeping or harboring a dog owned or kept in the Town.

“Person” An individual, partnership, company or corporation.

“Restraint” A dog shall be deemed to be under “restraint” if it is on the premises of the owner accompanied by a person who shall have the dog under control; or is in a suitably enclosed area; or if outside the premises of the owner, is accompanied by a person who shall have the dog under control by holding it firmly on a leash no greater than six (6) feet in length.

“Veterinary hospital” An establishment maintained and operated by a licensed veterinarian for the boarding of animals or the diagnosis and treatment of diseases and injuries of animals. (Art. 26, ATM 2004; Art. 21, ATM 1997)

#### **6.04.030 Registration – Licenses.**

~~A person who at the commencement of a licensed period is, or who during any license period becomes, the owner or keeper of a dog six (6) months old or over which is not duly licensed, and the owner or keeper of a dog when it becomes six (6) months old during a license period, shall cause it to be registered, numbered, described and licensed until the end of such license period, and the owner or keeper of a dog so registered, numbered, described and licensed during any license period, shall, before the beginning thereof, cause it to be registered, numbered, described and licensed for such period. The registering, numbering, describing and licensing of a dog shall be done in the office of the Town Clerk on a form prescribed and supplied by the Town Clerk, and shall be subject to the condition expressed therein that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing live stock or fowl.~~

The owner or keeper of any dog over the age of 6 months shall obtain a license for the dog. The registering, numbering, describing and licensing of a dog shall be conducted in the Office of the Town Clerk. The license shall be subject to the condition expressed in the license that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing live stock or fowl.

Dogs must wear identification tags, attached to the collar, at all times when off the premises of the owner. The Town Clerk shall maintain a record of the identifying numbers and shall make this record available to the public. No person shall keep more than four (4) dogs, over the age of six (6) months, at any single family residence within the Town. (Art. 21, ATM 1997)

#### **6.04.040 Vaccination against rabies.**

The Town Clerk shall not grant such license for any dog unless the owner thereof provides the Town Clerk with either a veterinarian’s certification that such dog has been vaccinated in accordance with the provisions of Section 145B (CH.140,MGL) or has been certified exempt from such provision as outlined in Section 137 or 137A (CH.140,MGL).

Vaccinated animals shall be revaccinated periodically in accordance with rules and regulations adopted and promulgated by the Massachusetts Department of Public Health. (Art. 21, ATM 1997)

#### **6.04.050 Dog tag.**

The owner or keeper of a licensed dog shall cause it to wear around its neck or body a collar or harness of leather or other suitable material, to which shall be securely attached a tag in a form prescribed by and issued by the Town Clerk when a license is issued. Such tag shall state the following: (a) Town of Tewksbury, (b) year of issue, and (c) tag number. If any such tag shall be lost, the owner or keeper of such dog shall forthwith secure a substitute tag from the Town Clerk at a cost of five (\$5.00) dollars.

The provision of Section 138 (change of owner and out of state/country), Section 138A (commercial sale) and Section 146 (license valid throughout Commonwealth) of (CH.140, MGL) shall be expressly incorporated herewith and shall henceforth apply under this Bylaw. (Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.060 License fees Late fees – Penalties.**

~~Fees for all dogs male, female, neutered or spayed shall be fifteen (\$15.00) dollars annually, payable on January 1.~~

~~Late Fees: Overdue fees shall be increased to twenty (\$20.00) dollars if not paid on or before March 15 and to thirty (\$30.00) dollars if not paid on or before July 1.~~

The fee is \$15.00 for a dog license, \$20.00 if the dog has not been spayed or neutered, payable on January 1.

Late Fees: If your dog is not licensed by March 15th, an additional Late Fee of \$5.00 will be assessed.

If your dog is not licensed by July 1<sup>st</sup>, an additional Late Fee of \$10.00 will be assessed.



	January 1 <sup>st</sup> - March 15 <sup>th</sup>	March 16 <sup>th</sup> - July 1 <sup>st</sup>	July 2 <sup>nd</sup> - December 31 <sup>st</sup>
<u>Spayed or Neutered</u>	<u>\$15</u>	<u>\$20</u>	<u>\$30</u>
<u>Not Spayed or Neutered</u>	<u>\$20</u>	<u>\$25</u>	<u>\$35</u>

The license fee for a spayed or neutered dog shall be less than the license fee of an intact dog. Upon application for a license, the Town Clerk shall require a certificate from the veterinarian who spayed or neutered the dog as proof that the dog is spayed or neutered; provided, however, that if the city or town clerk is satisfied that the certificate of the veterinarian who spayed or neutered the dog cannot be obtained, the clerk may instead accept a receipt of a bill from the veterinarian who performed such procedure or a statement signed under the penalties of perjury by a veterinarian registered and practicing in the commonwealth describing the dog and stating that the veterinarian has examined the dog, which appears to have been spayed or neutered and incapable of propagation.

Except as provided by Section 138 (CH.140, MGL) a person applying for a license hereunder shall be obligated to pay all outstanding fees related to the dog in question previously required by this bylaw.

Determination of licensing eligibility, dogs not required to be licensed, or refunding license fees shall be determined as set out in Section 139, (CH.140, MGL).

Any dog, impounded by the Animal Control Officer or others duly authorized, which is not wearing a tag indicating a current rabies vaccination, shall be vaccinated by a licensed veterinarian. The owner shall be required to pay such cost. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.070 Kennel license – Fees.**

Any person maintaining a kennel shall have a kennel license.

Any person who meets the requirement of the Town Zoning By-Laws relating to kennels and the provisions of Section 137A, (CH.140, MGL) may apply for a license to operate from the Town Clerk on a form pre scribed and supplied by the Town Clerk upon payment of the required fee. In the case of an applicant for initial licensure, and in the case of an applicant for license renewal, a licensing authority shall not issue a kennel license until a kennel has passed inspection by the Animal Control Officer.

Domestic charitable organizations incorporated exclusively to protect animals from cruelty, neglect or abuse, or for relief of suffering among animals may be issued a kennel license without charge provided the above requirements have likewise been met.

The provisions of Section 137B, (CH.140, MGL) (Sale of dogs by Kennels regulated) shall be expressly incorporated into this bylaw. The Board of Health, its designee, or the Animal Control Officer may at any time inspect, or cause a kennel to be inspected. If their judgment is that the facility is not being maintained in a sanitary and humane manner or that records are not being legally kept, a petition shall be filed with the Hearing Officer setting forth the facts.

Within seven (7) days of receiving such a petition, or a similar complaint by twenty-five (25) citizens alleging they are aggrieved or annoyed to an unreasonable extent by one (1) or more dogs in a kennel because of excessive barking or the vicious disposition of said dogs, or other conditions at such kennel which they claim constitute a public nuisance, the Hearing Officer shall notify all interested parties of a public hearing, the date of which shall be within fourteen (14) days of the original filing date. No longer than seven (7) days thereafter the Hearing Officer shall issue one of the following orders:

(c) Revoke/suspend its license or otherwise regulate such kennel;

(d) Dismiss the petition(s).

The Hearing Officer shall forthwith mail a copy of his/her decision to the license holder, and file copies with the Town Clerk and Animal Control Officer. Within ten (10) days thereafter the licensee may appeal an adverse decision to the District Court. A person who continues to operate a kennel after its license has been revoked or suspended shall be punished as set forth elsewhere in this bylaw. The provision of Section 137D (CH.140,MGL, Cruelty to Animals) shall be expressly incorporated under this bylaw.

Kennels shall be limited to a total of fifteen (15) dogs to be maintained on said premises. It shall be a violation of this bylaw to have any dogs on said premises over and above said number.



Kennel License/Fees:	
Five (5) dogs or less	\$50.00
Ten (10) dogs or less	\$100.00
Fifteen (15) dogs or less	\$150.00
Over sixteen dogs	Prohibited

Said fees are subject to all other conditions set forth in Section 139 (CH.140, MGL). (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.080 Animal Control Officer.**

The Town Manager shall appoint an Animal Control Officer and as many Assistant Animal Control Officers as he/she determines necessary to enforce this bylaw and, said individual(s) shall enforce this bylaw and perform such other duties as the Town Manager may determine.

The Animal Control Officer shall seek out, catch and confine all dogs within the Town that have not been licensed within sixty (60) days of the time the dog is required to be licensed under this bylaw; and shall seek out, catch and confine any dogs within the Town that are found on public property, or on private property where said dog is trespassing and the owner or person in control of such property wants the dog removed, said dog being in violation of this requirement of this bylaw; and shall seek out, catch and confine any dog within the Town when said dog was cited for a violation of any provision of this bylaw, and the owner or keeper has failed, within twenty-one (21) days, to avail him/herself to the provision of this bylaw, or within twenty-one (21) days of a determination by the court under the provision of Chapter 1.08, General Penalty, Town by laws, that any sums are due and has failed to pay said sums.

Any owner or keeper of any dog who refuses to turn over any dog to the Animal Control Officer upon demand, said seeking out, catching or confinement authorized in the above paragraph shall be punished by a fine of one hundred and fifty (\$150.00) dollars. Each day that said violation continues shall constitute a separate offense.

No person shall interfere with, hinder, molest or abuse an Animal Control Officer in the exercise of such responsibilities. The provisions of Section 151 and 151A (CH.140,MGL) regarding ~~killing~~ euthanization and/or transfer of any dogs shall apply and are expressly incorporated in this bylaw. No Animal Control Officer shall be a licensed animal dealer registered with the United States Department of Agriculture, and no Animal Control Officer, either privately or in the course of carrying out his/her official assignments as an agent for this Town, or shall any other agent of the Town, give, sell, or turn over any animal which may come into custody to any business or institution licensed or registered as a research facility or animal dealer with the United States Department of Agriculture. Whoever violates the provisions of this paragraph shall be punished as provided in Section 151 (CH.140,MGL).

**Duties of Officers.** Each police officer, Animal Control Officer or Assistant Animal Control Officer to whom such authority is issued shall, on the first week of every month, make returns to the Director of Public Health and shall state in said returns the number of dogs which he/she has caught, confined or ~~killed~~ euthanized, or made available for adoption, the names of the owners or keepers thereof and whether all unlicensed dogs in the Town have been caught, confined ~~or killed~~ euthanized, or adopted, and the names of persons against whom complaints have been made under the provision of Chapter 140, MGL, and this bylaw relating to dogs, and whether complaints have been entered against all of the persons who have failed to comply therewith since the previous report. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.090 Hearing Officer.**

The Town Manager shall appoint a Hearing Officer who shall act on his/her behalf of all matters pertaining to the enforcement of this bylaw and the settling of any disputes between dog owner/keeper, the Town or its residents. (Art. 21, ATM 1997)

#### **6.04.100 Leash law.**

No owner or keeper of any dog shall permit such dog to run at large at any time. The provisions of this section shall not be intended to apply to dogs participating in any dog show, nor to seeing eye dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place, nor to any dogs properly trained and under the control of aiding the deaf.

**Restraint of Dogs.** No person shall own, keep or harbor in the Town, within the confines of the owner's property (meaning owned, rented or leased), any dog which is left unattended and is not leashed or otherwise restrained or, if outside the premises of the owner (meaning owned, rented or leased), any dog which is not held firmly on a leash no greater than six (6) feet in length by a person who shall have control of such dog. This regulation shall not apply to a dog accompanying a person who, by reason of his/her disability, is physically unable to comply with the requirements of this bylaw or to any individual who utilizes a seeing eye guide dog.

Leash Law:

1st Offense	Warning
2nd Offense	\$50.00
Each Subsequent Offense	\$100.00

Unrestrained dogs may be taken by the Animal Control Officer or police and impounded in an animal shelter, and there confined in a humane manner. If the dog can be identified, the Animal Control Officer shall notify the owner of the impoundment. Impounded dogs shall be kept for ~~ten (10)~~ seven (7) days unless reclaimed by their owner. Dogs not claimed within ~~ten (10)~~ seven (7) days ~~or not placed in suitable homes may be humanely euthanized by the Animal Control Officer or by an agency delegated by him/her to exercise that authority~~ placed in a recognized non-profit animal shelter that meets MSPCA standards for future adoption. In addition to or in lieu of impounding a dog found at large, the Animal Control Officer or police officer shall issue to the known owner of such dog a notice of the bylaw violation. Dogs being conveyed in a vehicle or boat shall be deemed to be under the personal control of the owner/keeper or custodian thereof. This bylaw shall not apply to dogs commonly known to be used for hunting, tracking or advanced obedience training purposes during any period said dogs are being used for such activity. Any dog being used for advanced obedience training shall have written proof of an AKC obedience certificate and be under total supervision, within fifty (50) feet, of a trainer or owner. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

**6.04.110 Public nuisances.**

Every owner or keeper of a dog shall exercise proper care and control of his/her dog so as to prevent said dogs from becoming a public nuisance. It shall be deemed a public nuisance if any dog should trespass upon private or public property and deposit feces thereon, unless immediately removed by the owner or keeper of said dog.

Every Owner or keeper of said dog, who allows a dog in their control or possession to continuously bark for more than ten (10) consecutive minutes shall be deemed a PUBLIC NUISANCE. ~~Or take any other action relative thereto.~~

Female Dogs in Heat. Every female dog in heat shall be confined in a building or secured enclosure in such a manner that such female dog cannot come into contact with another animal except for planned breeding. The Animal Control Officer shall have the power to enforce a regulation to eliminate what he/she may deem to be a nuisance. Penalty for the violation of this section shall be:

1st Offense:	Warning
2nd Offense:	\$50.00
Each Subsequent Offense:	\$100.00

Noise, Disturbances, Chasing Vehicles, Trespassing, etc. No owner or keeper shall fail to exercise proper care and control of his/her dog to prevent said dog from becoming a public nuisance. Barking frequently or for continued duration or making sounds which create a noise disturbance across a residential real property boundary, molesting passersby, chasing vehicles, attacking people or other domestic animals, trespassing on school grounds or trespassing on private property in such a manner to damage property shall be deemed a nuisance. Penalty for the violation of this section shall be:

1st Offense:	Warning
2nd Offense:	\$50.00
Each Subsequent Offense:	\$100.00

Quarantine of Dog That Bites. The dog owner or keeper shall immediately, and within twenty-four (24) hours, notify the Board of Health if the dog bites a person.

A dog that bites a person shall be quarantined for ten (10) days if ordered by the Animal Inspector. During quarantine, the dog shall be securely confined and kept from contact with any other animal. At the discretion of the Animal Inspector the quarantine may be on the premises of the owner. If the Animal Inspector requires other confinement, the owner shall surrender the animal for the quarantine period to an animal shelter or shall at his/her own expense place it in a facility approved by the Animal inspector.

If said dog is in violation of one (1) or more of the following: unlicensed, unrestrained or is not currently vaccinated with anti-rabies vaccine, the owner shall surrender the animal for the quarantine period to a veterinary hospital at the owner or keeper's expense.

Animals Suspected of Being Rabid. No police officer or other person shall ~~kill-euthanize~~ or cause to be ~~killed-euthanized~~ any animal suspected of being rabid, except after the animal has been placed in quarantine and the diagnosis of rabies made by a



licensed veterinarian. If a veterinarian or Animal Inspector diagnoses rabies in an animal in quarantine, then the animal shall be humanely killed euthanized and the head of such animal sent to a laboratory for pathological examination and confirmation of diagnosis.

**Anti-Rabic Vaccine and Treatment.** The Board of Health shall, upon application, furnish free of charge to any Town resident who has been exposed to rabies, or may have been so exposed, anti-rabic vaccine and anti-rabic treatment, in accordance with rules and regulations which the Massachusetts Department of Public Health is authorized to make. Any resident shall have the right to select his/her own physician, who shall be paid by the Town at a rate established by the Board of Health and the fact that a physician is a member of the Board of Health shall not disqualify him/her from being so selected and from being paid by the Town for his/her services. Reimbursement for the cost of furnishing vaccine and treatment shall be made from the Dog Fund.

**Ordering Dogs Muzzled or Restrained.** All the provisions of Section 167 (CH.140,MGL) shall be incorporated into this bylaw except that any dog held under the provisions of Section 167 (CH.140,MGL) may not be released until all the requirements of this bylaw, regarding licensing and the fee for care of the animal are complied with. All other provisions of Section 167 (CH.140,MGL) shall be incorporated herein. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 37, ATM 2007, Art. 32, ATM 2009)

#### **6.04.120 Disposition of dogs.**

Any dog confined by the Animal Control Officer, unless picked up by the owner, shall be kept for at least ~~ten (10)~~ seven (7) days, at which time said dog may be disposed of in a manner approved by the Board of Health, provided that at the end of ~~ten (10)~~ seven (7) days, the Animal Control Officer may make available for adoption any ~~male or any spayed female~~ dog not found to be diseased. Any dog confined by the Animal Control Officer shall not be released to the owner or keeper until the owner produces evidence of a current dog license, and pays a sum of five (\$5.00) dollars per day for care of the animal; each day or part of a day is counted as one (1) day. The Animal Control Officer shall establish a procedure for the adoption of abandoned dogs and in conjunction with the Director of Public Health set any fees or deposits required.

Any fees in this paragraph are to be in addition to fees or lines as specified elsewhere in this bylaw and/or under Massachusetts General Laws. No dog shall be turned over or sold in any manner inconsistent with Section 151 (CH.140,MGL) or disposed of inconsistent with the provisions of Section 151A (CH.140,MGL).

**Reclaiming Impounded Dogs.** An owner reclaiming an impounded dog shall pay ~~an administrative fee of twenty-five (\$25.00) dollars, plus twenty five (\$25.00) boarding charge for each day that the dog has been impounded;~~ all boarding costs. In addition, if applicable, veterinary costs plus a 10% administrative fee for a distemper vaccination. costs for any required vaccinations as required by MGL c. 140 Section 145 B, if the dog is not up-to-date on its annual vaccinations, as certified by a licensed veterinarian.

The provisions of Section 160, and Section 161 (CH.140,MGL) regarding property damage, appraisal and reimbursement are expressly incorporated in this bylaw.

The provisions of Section 171 (CH.140,MGL), liability of damages, are expressly incorporated into this by law. (Art. 26, ATM 2004; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### **6.04.130 ~~Informal disposition process.~~ Disposition Process**

The owner or keeper of the dog that receives a citation under this bylaw, may admit to the offense charged by personally or through a duly authorized agent or by mailing to the Town Clerk, said citation along with payment in the amount as authorized under the penalty provisions of this bylaw. Said payment shall be by postal note, money order or personal check. The payment to the Town shall operate as a final disposition of the case. ~~If such person when issued a citation desires to contest the violation through the Informal Disposition Process, he/she may, within fourteen (14) days of said issuance, request a hearing with the Hearing Officer and may present either in person or by counsel, any evidence he/she may have to refute the allegation contained in the citation. At such hearing, the Hearing Officer shall make a determination as to the facts of the allegation, and said determination shall be final regarding the Informal Disposition Process. (Art. 21, ATM 1997)~~

#### **6.04.140 Non-Criminal Disposition of Violation.**

If any person so notified by citation desires to contest the violation alleged in the citation notice ~~without availing themselves to the provisions of the Informal Disposition Process, or desires to contest the decision of the Hearing Officer,~~ he/she may avail him/herself to the procedures established in Chapter 1.08, Section 1.08.010, of the Town of Tewksbury Town By-Laws. In either of the above cases, or if the owner or keeper of a dog fails to respond to the citation within twenty-one (21) days, the Town Clerk shall forward a copy of the citation to the District Court where it shall be handled under the provisions of Article 1, Section 2 of the Town By-Laws. (Art. 21, ATM 1997)



#### 6.04.150 Bylaw violation.

Proceedings under this section shall not be criminal. If any violation is continuing, each day's violation shall be deemed to be a separate violation. Complaints will be sought in a District Court according to Chapter 140, Section 173A, Massachusetts General Laws.

Enforcement of this section may, in the first instance, be pursued through the provisions of Section 21D, Chapter 40, Massachusetts General Laws, which provides for a non-criminal disposition. The enforcing persons shall be any police officer of the Town and the Animal Control Officer and the Assistant Animal Control Officer. (Art. 26, ATM 2004; Art. 21, ATM 1997)

#### 6.04.160 Penalty Bylaw violation.

(1) The following penalties, except where otherwise indicated herein, shall be in effect for violations of the provisions of this bylaw:

(a) Informal Disposition Process:	
1st Offense	Warning
2nd Offense	\$ 50.00
Each Subsequent Offense	\$100.00

(b) Non-Criminal Disposition through Chapter 1.08, General Penalty Town of Tewksbury, Town By-Laws:	
1st Offense	Warning
2nd Offense	\$ 50.00
Each Subsequent Offense	\$100.00

(2) Penalties for violations of any provision of this bylaw, except where otherwise indicated, shall be one hundred (\$100.00) dollars. (Art. 22, ATM 2000; Art. 21, ATM 1997, Art. 32, ATM 2009)

#### 6.04.170 Dog Fund.

A Dog Fund is hereby created by the Town under the provisions of MGL., Chapter 44, Section 53E, said fund to be used as a depository for all monies collected as fees, fines, charges, penalties and other like monies imposed under this bylaw. It shall be administered by the Treasurer/Collector and may also receive funds from usual municipal financing methods.

Receipts allocated to this fund shall be deposited in a special account by the Treasurer.

Expenditures may be charged against this fund without prior appropriation, subject to the approval by the Town Clerk, and shall be limited to purposes directly connected to the enforcement of the provisions of the dog bylaw.

Said expenditures, or incurred liabilities, shall not exceed the available balance of the fund at any given time nor the actual amounts deposited to it during the previous fiscal year.

The unexpended balance in this account at the end of each fiscal year shall be deposited into the General Fund.

At the written request of the Town Clerk, to the Auditor, a portion of the unexpended balance shall remain in the Dog Fund, to provide for the purchase of supplies and technical services to maintain the Dog Program.

Any veterinarian registered under the provisions of Section 55 or 56A (Ch.112,MGL) who provided emergency treatment of a dog or cat that is injured on any public way in Tewksbury shall receive (in lieu of payment allowed in Section 151B, CH.140,MGL), payment from the Dog Fund provided by this bylaw. All other provisions of Section 151B (CH.140,MGL) shall be incorporated herein under this bylaw.

The Board of Selectmen shall determine certain salaries or expenses that may not be funded with this fund but must be appropriated through the usual municipal financing procedure, and such determination shall be binding on this administration of this fund by the Treasurer/Collector. The Town Clerk shall receive a fee as stipulated in Section 147 (CH.140,MGL). (Art. 21, ATM 1997).

## ARTICLE 38

To see if the Town will vote to amend the Town Bylaws, Chapter 2.04 – Town Meeting, by deleting the list of Sections within Article 1 – Meeting Procedures and the entire existing Article 1, and replacing it with the following new list of Sections and new Article 1:

### Chapter 2.04

#### TOWN MEETING

##### Sections:

##### Article I. Meeting Procedures

##### 2.04.000 Open Town Meeting.

##### 2.04.010 Town Meeting Sections and Schedule.

##### 2.04.020 Article Submission.

##### 2.04.030 Posting Requirements.

##### 2.04.040 Emergency Meeting.

##### 2.04.050 Meetings outside the Geographic Limits of the Town.

##### 2.04.060 Emergency Adjournment of a Scheduled Meeting.

##### 2.04.070 Governance.

##### 2.04.080 Quorum.

##### 2.04.090 Call to Order.

##### 2.04.100 Consent Calendar.

##### 2.04.110 Annual Town Budget.

##### 2.04.120 Rules to Govern Speakers.

##### 2.04.130 Debate Rights of Non-Resident Appointed Town Officials.

##### 2.04.140 Amendment to Bylaws.

##### 2.04.150 Notice of Adjournment.

##### 2.04.160 Minutes Included in Annual Report.

##### 2.04.170 Notification of Appointed Committee Members of Expiration of Term.

##### Article I. Meeting Procedures

##### 2.04.000 Open Town Meeting.

The legislative body of the Town is an Open Town Meeting (hereafter referenced as “Town Meeting”) as defined in Amendment LXXXIX of the Constitution of the Commonwealth of Massachusetts.

The Town shall hold an Annual Town Meeting as required under the provisions of Massachusetts General Laws, Chapter 39, Section 9, as well as Special Town Meetings as called by the Board of Selectmen (hereafter referenced as “Selectmen”) under those same provisions.

##### 2.04.010 Town Meeting Sections and Schedule.

A. The Town shall hold the Annual Town Election of Town Officials on the first Saturday of April, except when Easter Sunday falls on the day following the first Saturday of April. In that case, the Town shall hold the said election on the second Saturday of April. Polls will be open from 8:00 a.m. to 8:00 p.m.. In the Annual Town Election warrant, the Selectmen shall designate all town offices that are required by law to be chosen by ballot, along with their respective terms of office.

B. Section I of the Annual Town Meeting is for the consideration of the following types of warrant articles:

- Article 1: Elected Official Salaries
- Article 2: Consent Calendar
- Article 3: Annual Town Budget Article
- Articles related to the Budget or other financial matters
- Personnel Bylaw Amendments

C. Section II of the Annual Town Meeting is for the consideration of the following types of warrant articles:

- General Bylaw Amendments
- Other Articles not related to the Budget
- Zoning Bylaw Amendments

D. Section I will begin on the first Monday in May at 7:00 p.m. and conclude on or before 11:00 p.m.. If the Meeting completes action on Section I before 11:00 p.m. on Monday, the Meeting will adjourn to Wednesday at 8:00 p.m. for Section II. If the Meeting does not complete action on Section I before 11:00 p.m. on Monday, the Meeting will adjourn to Wednesday at 8:00 p.m., at which time it shall complete action on Section I and begin consideration of Section II immediately thereafter. If the Meeting does not complete action on all articles before 11:00 p.m. on Wednesday, the Meeting will adjourn to 7:00 p.m. on Thursday. Any necessary subsequent meetings will follow the same Monday/Wednesday/Thursday schedule in following weeks. The Meeting may conduct no business after 11:00 p.m. at any session except to complete action on the article or departmental budget then under discussion.

General articles (Art. 10 (part), STM 2005: Art. 18, STM 2001; Art. 20, ATM 2000: Art. 30, ATM 1998)

#### **2.04.020 Article Submission.**

The Selectmen shall insert in the warrant for the Annual Town Meeting and any Special Town Meetings all articles submitted to them for inclusion by the following:

- A. Town Manager
- B. Elected Town Officials: Town Moderator and Town Clerk (while it remains an elected position)
- C. Elected Town Boards and Committees: Board of Selectmen; Board of Health; Planning Board; Board of Library Trustees; and School Committee
- D. Other Elected Boards: Tewksbury Housing Authority and Shawsheen Valley Regional Vocational Technical School District Committee

Elected boards and committees may submit articles to the Selectmen by a majority vote of the entire board or committee.

Appointed boards and committees may submit articles to the Selectmen by a majority vote of the entire board or committee. Upon receipt of the submitted article the Selectmen, at its next scheduled meeting, shall give due consideration of the article for inclusion in the Annual or Special Town Meeting warrant and shall promptly notify the appointed board or committee of its action. This process is not intended to nor does it prevent any individual member or entire appointed board or committee, or any registered voter, from submitting articles as permitted under Massachusetts General Laws, Chapter 39, Section 10.

For articles submitted by elected or appointed boards, committees, or officials, the Selectmen shall list the submitting board(s), committee(s), or official(s) as the Sponsor of the article in the Town Meeting warrant. For articles submitted by individuals under Massachusetts General Laws, Chapter 39, Section 10, the Selectmen shall list as the Sponsor the first registered voter whose certified signature appears on the article submission sheet.

The Sponsor submitting an article for any Town Meeting shall provide an Executive Summary of no more than 100 words describing the intent of the article. (Art. 30, ATM 1998)

#### **2.04.030 Posting Requirements.**

A Constable of the Town shall post the approved warrant of every scheduled Town Meeting in a public place in each precinct and in the Town Hall.

At least fourteen (14) days before any Town Meeting the Selectmen shall prepare copies of the approved warrant at each of the following locations: the Town Hall; the Town Hall Annex; the Library; the Senior Center; and at such other convenient places as the Selectmen deem proper.

At least fourteen (14) days before any Town Meeting the Selectmen shall post the approved warrant on the Town's website.

At least fourteen (14) days before any Town Meeting the Selectmen shall submit an Index of the approved warrant articles, for publication in a newspaper of general circulation.

Upon request to the Office of the Selectmen, the Selectmen shall mail a copy of any approved warrant to a voter's residence.

The Selectmen shall make warrants available at the check-in table before each Town Meeting. (Art. 26, ATM May 2010)



#### **2.04.040 Emergency Meeting.**

In cases of emergency or unforeseen circumstances the Selectmen may by a four-fifths (4/5) vote of the entire Board call an emergency Special Town Meeting in fourteen (14) or more days. Notice of such emergency Special Town Meeting will be the minimum requirements of such notice as provided by the General Laws of Massachusetts, rather than any other provisions of the Town Bylaws regarding notice of Town Meeting. All articles in the emergency Special Town Meeting warrant must pertain directly to the emergency. (Bylaws Art. I § 18)

#### **2.04.050 Meetings outside the Geographic Limits of the Town.**

Pursuant to Massachusetts General Laws, Chapter 39, Section 9, the Selectmen may by a four-fifths (4/5) vote of the entire Board set the location for a Town Meeting to a location outside the geographic limits of the Town. The warrant for any such meeting must not include the election by ballot of any Federal, State, or Town official nor any article that requires a vote by ballot. The intent of this section is to provide the Selectmen with flexibility in setting the location for:

- A. Emergency Special Town Meetings called under Section 2.04.040.
- B. Previously scheduled Town Meetings whose locations must be changed due to problems with the original location.
- C. Town Meetings where attendance is expected to exceed the maximum occupancy of any location within the Town.

#### **2.04.060 Emergency Adjournment of a Scheduled Meeting.**

In the event of a townwide emergency that could prevent most voters from safely attending a scheduled Town Meeting, the Town shall invoke the following procedure:

- A. The following Town Officials shall meet, either in person or by teleconference, to discuss the emergency: Chair of the Selectmen; Chair of the Finance Committee; Chair of the School Committee; Town Manager; Town Clerk; Town Moderator; Police Chief; and Fire Chief.
- B. After this discussion, the Police Chief and Fire Chief shall make a recommendation as to whether Town Meeting should proceed as scheduled.
- C. The Town shall notify residents of the Chiefs' recommendation through any available automated telephone service controlled by the Town or the School Department (i.e. Reverse 911, One Call Now, etc.); the Town's web site; television and radio news sources; and available online news resources. If the recommendation is to postpone Town Meeting, the announcement must include details of the plan to postpone the Town Meeting until a date, time, and place specific determined by the Town Officials in the above meeting.
- D. The Town Moderator and Town Clerk shall proceed to the Town Meeting location specified in the warrant. At the time appointed for the meeting, the Town Moderator shall call the meeting to order, inform any voters in attendance of the decision to postpone the meeting, and immediately adjourn the meeting to the determined date, time, and place specific under the Moderator's authority. If necessary to ensure the safety of the Town Moderator and Town Clerk, the Police or Fire Departments shall provide them with transportation services to and from the meeting place.

#### **2.04.070 Governance.**

The proceedings of all Town Meetings will be governed by Town Meeting Time, Third Edition, 2001, a handbook of parliamentary law prepared under the auspices of the Massachusetts Moderators Association, except as follows:

- A. No motion requires a second.
- B. A motion to move the question is in order only if the voter making the motion does not speak on the merits of the article immediately prior to making the motion.
- C. If a voter makes a motion to move the question, the Moderator shall allow the opportunity to speak to those voters standing or otherwise having made known their intention to speak at the time of the motion. The Moderator will then take the vote to move the question. The motion to move the question will require a majority vote to prevail.
- D. A motion for indefinite postponement is not in order. The defeat of a motion to adopt, or the absence of a motion to adopt, is identical to indefinite postponement.

- E. The Sponsor of an article or a representative of the Sponsor who possesses proof of representation may make a motion to withdraw the article. Once debate on an article begins, a motion to withdraw will be out of order. The motion to withdraw will be in order only if:
  - a. The Sponsor submits the motion in writing to the Moderator before debate on the article begins.
  - b. The Sponsor makes the motion either before or immediately after the Finance Committee or an entity to which the Finance Committee has deferred makes its main motion.
- F. If an article proposes an amendment to the Personnel Bylaw to change the salary schedules of positions held by one or more current Town employees, the vote on that article will be by secret ballot, unless the proposed change is to be applied to all schedules within the Bylaw. (Bylaws Art. I § 20)
- G. In discussion of an appropriation article, when several different sums of money have been proposed, Town Meeting shall vote on the amounts from smallest to largest.
- H. Other than for items under the Annual Town Budget article at the Annual Town Meeting, no appropriations or transfers of money in excess of one hundred thousand dollars (\$100,000.00) will be valid, if the Finance Committee has recommended a lesser amount than the Department Head has submitted to said Committee, unless the vote for said appropriation or transfer is by secret ballot. (Art. 21, STM 2001)
- I. At the Annual Town Meeting, a motion to lay on the table will be in order only to table to a date, place, and time specific an article related to an appropriation, transfer, or borrowing. A motion to lay on the table will require a two-thirds (2/3) vote to prevail.
- J. A motion to reconsider a prior vote will be out of order except to correct a procedural defect or scrivener's error. The Moderator, with advice from Town Counsel if requested, shall determine whether a procedural defect or scrivener's error has occurred and whether the motion to reconsider is in order. Any voter may make the motion to reconsider a prior vote to correct a procedural defect or scrivener's error. A motion to reconsider will require a majority vote to prevail. (Art. 30, ATM 1998)
- K. Any warrant article or motion thereunder receiving unfavorable action at any Town Meeting will require a three-fourths (¾) vote for adoption at a subsequent Special Town Meeting, unless a larger vote is required by statute or bylaw. This restriction will apply when an article or motion presented at a Special Town Meeting contains the same subject matter or would produce the same effect as one acted on at a previous meeting. A request for a different sum of money will not be construed as changing the subject matter of such an article or motion. (Bylaws Art. I § 16)

When these Bylaws conflict with Town Meeting Time, these Bylaws will prevail. (Art. 30, ATM 1998)

#### **2.04.080 Quorum.**

The number of voters necessary to constitute a quorum at Town Meeting will be zero (0). (Bylaws Art. I § 5)

#### **2.04.090 Call to Order.**

At the time appointed the Moderator shall call the Town Meeting to order and all persons will be seated. The Moderator shall read each article before placing it before the meeting for consideration, unless the voters approve a motion to waive the reading of the article(s). (Bylaws Art. I § 7)

#### **2.04.100 Consent Calendar.**

At the call of the Consent Calendar, the Moderator shall call out the number of the articles, one by one. If a voter objects to the inclusion of any particular article in the Consent Calendar the voter should call out "HOLD" when the number is called. The article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated, and voted upon in the usual manner. After calling the individual items in the Consent Calendar, the Moderator shall ask the voters to adopt all remaining items as a unit.

The Consent Calendar may include the following noncontroversial individually numbered articles with a brief description printed under each article:

- A. Sale of tax title property
- B. Lease/purchase agreements
- C. Reauthorization of revolving funds
- D. Sale of town-owned land
- E. Acceptance of gifts and donations to the Town
- F. Acceptance of the Annual Town Report
- G. Real estate and personal property revaluation
- H. Reductions to the tax levy
- I. Authorization of Chapter 90 funds
- J. Acceptance of Public Ways

The Selectmen may add other noncontroversial articles to the Consent Calendar, with a brief description, should the Board consider that the articles would pass without debate. (Art. 20, STM 2001; Art. 30, ATM 1998)

#### **2.04.110 Annual Town Budget.**

At the call of the Annual Budget Article, the Moderator shall call out the heading of each Budget Classification. If any voter wishes to speak on any budget line item listed under each Budget Classification, that voter should call out "Debate" when that classification is called. The Moderator shall then call for debate on each Budget Classification called out by voters. After the completion of debate on all Budget Classifications, the Moderator shall call for a vote on the Budget Article.

After the approval of the Annual Town Budget, during the fiscal year, transfers of monies within each Budget Classification Total will be prohibited without the prior written approval of the Town Manager and the Department Head responsible for such budget.

After the approval of the Annual Town Budget, during the fiscal year, in the event of a position transfer the Town Manager shall notify the Finance Committee and the appropriate monies will be transferred to the department to which the employee is transferred. This transfer will not require Town Meeting approval.

(Art. 9, STM 2006; Art. 10 (part), STM 2005; Art. 30, ATM 2002; Art. 30, ATM 1998)

#### **2.04.120 Rules to Govern Speakers.**

No voter or Town Official may speak on any subject unless recognized by the Moderator. Individuals shall indicate a desire to be recognized by standing at a speaker's microphone or, if unable to stand, by sitting in close proximity to a microphone and raising a hand. If an individual who has not spoken on a subject has indicated a desire to be recognized, the Moderator shall recognize that individual before recognizing anyone who has already spoken once on the subject. No voter or Town Official may speak for more than three minutes at one time, except by approval of the assembly. No voter or Town Official may speak more than twice on any subject, except when responding to a direct question or by approval of the assembly. (Art. 30, ATM 1998)

#### **2.04.130 Debate Rights of Non-Resident Appointed Town Officials.**

If a non-resident appointed Town Official sponsors an article, that Official will have the following rights during the debate on the article at Town Meeting without the requirement of approval from the assembly:

- A. To submit amendments to the article and move for adoption of those amendments.
- B. To move for withdrawal of the article under the withdrawal procedure outlined in section 2.04.070 Governance above.
- C. To move to table the article under the provisions of section 2.04.070 Governance above, or to move to take the article off the table.
- D. To speak on the article.
- E. To answer questions regarding the article.

A non-resident appointed Official will not have the right to move for adoption of the article or to make any other motion not listed above.



A non-resident appointed Official will have the right to speak on any article during debate, without requiring approval from the assembly, if the article directly relates to the Official's appointed position or if the Moderator determines that the Official is the appropriate person to respond to a question.

#### **2.04.140 Amendment to Bylaws.**

Town Meeting may amend the Town's Bylaws at any Town Meeting, provided that notice of the proposed amendments is provided in the Warrant for said Meeting.

#### **2.04.150 Notice of Adjournment.**

The Town Clerk shall post notice of adjourned Town Meetings on government access cable television and in the Town Hall after adjournment. Within 30 days of final adjournment of any Town Meeting, the Town Clerk shall post on the Town's web site and in the Town Hall a list of the articles that came before each Town Meeting and a description of the disposition of each article.

#### **2.04.160 Minutes Included in Annual Report.**

The Town Clerk shall include the minutes of all Town Meetings held during the current year in the Annual Report. (Art. 33, ATM 2002: Bylaws Art. I § 6)

#### **2.04.170 Notification of Appointed Committee Members of Expiration of Term.**

Before May 1 of each year, the appropriate appointing authority shall notify, in writing, any members of appointed boards or committees whose terms are ending as of the end of the current fiscal year.

Town Moderator

Motion: Keith Rauseo motioned to Adopt Article 38  
Warren Carey motioned for Indefinite Postponement  
Joseph Gill supported Indefinite Postponement  
Elizabeth Carey supported Indefinite Postponement  
Jayne Miller motioned to Move the Question

Vote:	The motion to Move the Question was Adopted	9:35 PM	5/8/13
	Article 38 was Indefinitely Postponed	9:36 PM	5/8/13

**Executive Summary:** The purpose of this article is to rewrite the town bylaw that defines the Town's Open Town Meeting procedures. The primary goals of these proposed changes are:

1. Reorganize and reorder the sections into a more cohesive and sensible order.
2. Clarify language to make the chapter more understandable for the general reader.
3. Codify the differences between Tewksbury's enacted and traditional Town Meeting procedures and those defined in Town Meeting Time.
4. Enact new Town Meeting procedures to streamline the Town Meeting process.
5. Remove obsolete or superfluous provisions.

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### **ARTICLE 39**

To see if the Town will vote to amend the Town Bylaws, Chapter 18.04 CONSERVATION COMMISSION WETLANDS PROTECTION, Section 18.04.030 Jurisdiction, subsection (7) by changing the current language:

When partial encroachment into the No Build Zone setback is unavoidable, the applicant may mitigate this encroachment by increasing the size of the buffer strip area by an amount equal to or greater than the area of the encroachment, using the following guidelines:

- 1) The encroachment shall not exceed 10% of the total area of the No Build Zone setback for the lot; and
- 2) The encroachment shall not exceed 25% of the recommended width of the total setback from the resource area. The applicant shall demonstrate to the Commission's satisfaction that future use of the site is not likely to result in intrusion into,

or alteration of, the buffer strip. The Commission may require the applicant to submit a use plan and narrative as part of that demonstration. At the Commission's request, the applicant shall demonstrate to the Commission's satisfaction that work or activities proposed at the edge of the No Disturb Zone and No Build Zone are necessary and that reasonable alternatives, including reducing the scale and scope of the project or adjusting other setbacks, do not exist.

to the following language:

Partial encroachment into the No Build Zone is allowed subject to the following conditions:

- a) The encroachment shall not exceed 10% of the total area of the No Build Zone for the lot;
- b) The applicant shall demonstrate to the Commission's satisfaction that construction activities and future use of the site is not likely to result in intrusion into, or alteration of, the No Disturb Zone;
- c) The commission may require that permanent and visible demarcation of the No Disturb Zone is established and maintained in perpetuity so that current and future landowners are aware of the No Disturb Zone.

#### Tewksbury Conservation Commission

Motion: The Finance Committee deferred to the Conservation Commission  
Sean Czarniecki, representative of the Conservation Commission, motioned to Adopt Article 39  
Kevin Donnelly motioned for Indefinite Postponement

Vote: Indefinite Postponement Failed 9:45 PM 5/8/13

Point of Order: Kevin Donnelly and 7 others stood in doubt of the voice vote, causing the Moderator to take a standing count.

Vote: Indefinite Postponement Failed after a standing count (Yes 18/ No 111) 9:50 PM 5/8/13

Vote: Article 39 was Adopted 9:51 PM 5/8/13

**Executive Summary:** The Tewksbury Conservation Commission, in its effort to promulgate continual improvements to the Town's local Wetlands Protection Bylaw, propose this change to clarify and simplify the language that allows encroachment into the No Build Zone. By limiting the encroachment to 10% of the total area of the No Build Zone, the Bylaw still protects the Resource Areas from the impacts of development, but allows property owners to build additions to their homes. The No Disturb Zone remains unchanged at 25 feet.

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#### ARTICLE 40

Calls on Congress to propose a constitutional amendment that empowers congress and the states to limit political spending in elections, and to end the era of corporate constitutional rights.

William J. Deignan, Jr.

#### Moderator's Statement Prior to Discussion on ATM Article 40:

Article 40 is a citizen's petition calling for a resolution from the Tewksbury Town Meeting to the Town's representatives in the U.S. Congress requesting that they propose an amendment to the U.S. Constitution. This type of warrant article is in order, and resolutions on this specific issue have been brought before many Town Meetings in Massachusetts, but the text of the article as printed in the warrant is not in the proper form for a motion. The motion for a formal resolution requires text that typically begins with declarations as to the reasons for the resolution, followed by the resolution itself. Without a motion in this form, Town Meeting can take no action on this article. The article was sponsored by Mr. William Deignan. Mr. Deignan was not present to present the text of a formal motion. In his absence, Ethan Scarl presented the following resolution to the Assembly:

## TEXT OF PROPOSED RESOLUTION:

Motion: To see if the Town will vote to approve the following resolution:

Whereas, the United States Constitution and the Bill of Rights are intended to protect the rights of individual human beings ("real people"); and,

Whereas, corporations are not mentioned in the Constitution but are artificial entities created through state charters, which charters originally severely limited their lifespan and activities and often forbid them from owning other corporations or contributing to political candidates or ballot issues; and,

Whereas, the United States Supreme Court in Citizens United v. Federal Election Commission presents a serious threat to self-government by allowing unlimited corporate spending to influence elections; and,

Whereas, Article V of the united States constitution empowers and obligates the people of the united States of America to use the constitutional amendment process to correct egregiously wrong decisions of the United States Supreme Court that go to the heart of our democracy;

Now therefore, be it resolved that the voters of Tewksbury, Massachusetts hereby instruct the Senators representing the Commonwealth of Massachusetts and the member of the United State House of Representatives representing this Congressional District to propose, and our state legislators to ratify, an amendment to the United State Constitution to provide that corporations are not entitled to the constitutional rights of real people and that money is not speech for purposes of campaign-related expenditures and contributions, or take any other action related thereto.

Motion: Ethan Scarl motioned to Adopt the Resolution  
David Gay motioned to Move the Question  
Richard O'Neil, Jr. seconded the motion to Move the Question

Point of Order: Warren Carey objected to Mr. Scarl's reading of the resolution.  
Joseph Gill objected to reading of the resolution.  
Elizabeth Carey objected to the wording of the Article, questioning if Town Meeting voters should be considered "the voters of Tewksbury"

Ruling: Moderator Rauseo ruled the objections Out of Order.

Vote:	The motion to Move the Question was Adopted	10:08 PM	5/8/13
	The Resolution was not Adopted	10:09 PM	5/8/13

**Executive Summary:** The 2010 Supreme Court decision in citizens United u Federal Election Commission, declared corporations to have the same constitutional rights as people and took away the power of congress and the states to limit campaign contributions and spending. Following this decision we have seen campaign spending skyrocket. Corporations, unions, super pac are funneling hundreds of millions of dollars into campaigns, dominating debate with their own agendas. A yes vote on Article #1 calls for a constitutional amendement that empowers congress and the states to regulate political spending.

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Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 6, 2013 Annual Town Meeting Sine Die, and this motion was Adopted.

10:10 PM 5/8/13

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK



# Special Town Meeting

## May 8, 2013

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
May 8, 2013

Moderator Keith Rauseo called to order the May 8, 2013 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

Mr. Rauseo invited the newest members of our elected boards, Mrs. Lisa Puccia of the School Committee, Mr. Raymond Barry of the Board of Health, and Mr. James Wentworth of the Board of Selectmen, to lead us in the Pledge of Allegiance.

The Moderator designated the visitors section and reminded the visitors to display their red ribbons and the voters to display their peach or blue voting ribbons. Mr. Rauseo explained that those wearing blue ribbons are eligible to vote in the Special Town Meeting only. He informed the Assembly of the Town Meeting Guidelines printed on the back of the Warrant. He pointed out the emergency exits and reminded those who have cell phones to turn them off or to put them on vibrate. Moderator Rauseo explained general Town Meeting guidelines and procedures including the process necessary for a voter to speak on an issue:

*"Officials and article sponsors who are addressing the voters may use the podium. Voters speaking on an issue may use the microphone in the middle aisle at the front of the seating area. Begin your remarks by stating your full name and street address for the record. There is a five-minute limit for any appearance at the podium. If you ask a question, the clock will not stop during the response. You may return to the podium after other voters who wish to speak have had their turn. Address all comments and questions to or through the Moderator."*

Mr. Thomas Cooke, the chairman of the Finance Committee, will make the first motion on every article unless the Finance Committee is deferring to another board.

Scott Wilson, Chairman of the Board of Selectmen, announced that the Annual Post Office Food Drive will be held on Saturday, May 11, 2013. All items collected will benefit the 250 families that the Tewksbury Food Pantry supports monthly. Residents who wish to contribute should leave non-perishable food items by their mailbox on Saturday. For more information, those interested may visit the Food Pantry's website at [www.tewksburypantry.org](http://www.tewksburypantry.org)

On Wednesday May 8, 2013, there were 274 voters and 21 visitors in attendance.

Finance Committee Chairman, Thomas Cooke, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

7:07 PM 5/8/13

Finance Committee Chairman, Thomas Cooke, motioned to Adjourn the May 8, 2013 Special Town Meeting, and this motion was Adopted.

7:58 PM 5/8/13



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## OFFICE OF TOWN CLERK



DENISE GRAFFEO  
TOWN CLERK

Phone: 978-640-4355  
Fax: 978-851-8610  
dgraffeo@tewbury-ma.gov

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant, on May 8, 2013.

### APPROPRIATION CERTIFICATE - SPECIAL TOWN MEETING – MAY 8, 2013

ARTICLE		CPA APPROPRIATION	MEMO
1	FY13 BUDGET TRANSFER		331,300.00 within FY13 budget
2	PREVIOUS YEAR BILLS		3,500.00 within FY13 budget
3	RECREATIONAL ATHLETIC FIELD	600,000.00	
TOTALS		600,000.00	334,800.00
<u>CPA Appropriation</u>		<u>\$600,000.00</u>	

ATTEST:  
DENISE GRAFFEO  
TOWN CLERK

## ARTICLE 1

To see if the Town will vote to transfer within the FY13 budget the following sums of money or take any action related thereto:

FROM:	AMOUNT:
Unclassified: Fire and Liability Insurance:	9,000.00
Unclassified: Town Group Health insurance:	210,000.00
Unclassified: Town Unemployment:	5,000.00
Computer Services Regular Salaries:	12,000.00
Treasurer/Collector Regular Salaries:	1,000.00
Treasurer/Collector Overtime:	1,500.00
Parks and Recreation Regular Salaries	3,000.00
Planning Regular Salaries:	4,500.00
COA Permanent Part-Time	1,300.00
DPW Administration Operating	10,000.00
DPW Highway Operating	15,000.00
DPW Forestry Operating Contract Services	10,000.00
DPW Highway Regular Salaries:	19,000.00
Library Regular Salaries:	30,000.00
<b>Total</b>	<b>331,300.00</b>

TO:	
School Health Insurance	12,500.00
Unclassified: Town Debt Principal:	16,200.00
Veterans Aid	142,000.00
Veterans Medical	22,000.00
Admin. Services Medical	1,000.00
Board of Selectmen Legal	19,000.00
Town Counsel	19,000.00
Town Hall Energy Utilities:	10,000.00
Town Hall Maintenance and Repair:	5,000.00
Auxiliary Buildings Energy Utilities:	2,000.00
Police Gas/Diesel:	30,000.00
Police Overtime:	16,600.00
Fire Gas/Diesel:	13,000.00
Fire Overtime:	23,000.00
<b>Total</b>	<b>331,300.00</b>

Town Manager

The Moderator noted a Scrivener's error on page 3 of the Warrant. Transfer is "within FY13 budget", and there were no objections.

Motion: The Finance Committee motioned to Adopt Article 1

Vote: Article 1 was Adopted

7:08 PM

5/8/13

**Executive Summary:** This article is a regular Special Town Meeting article where the Town transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

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## ARTICLE 2

To see if the Town will vote to approve the sum of \$3,500 to pay an outstanding bill of previous fiscal year from Sewer Enterprise Fund; or take any other related action.

Sewer Enterprise Fund	Garrity and Knisely	\$3,500
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Town Manager



Motion: The Finance Committee motioned to Adopt Article 2 in the amount of \$3500.00 and pay bill out of the Sewer Enterprise funds available.

Vote: Article 2 was Adopted/Unanimous (9/10 required)

7:09 PM

5/8/13

**Executive Summary:** According to Massachusetts General Law bills that are late must be approved by Town Meeting before payment. This article will authorize the bill to be paid and allow transfers to cover the amount.

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### **ARTICLE 3**

To see if the Town of Tewksbury will vote to appropriate the sum of \$450,000 to assist in the creation of a new proposed recreational Athletic Field, not including artificial turf, on the campus of Tewksbury Memorial High School, 320 Pleasant Street, including allowed costs incidental and related thereto;

To fund such creation, \$450,000 shall be transferred from the Tewksbury Community Preservation Undesignated Fund Balance.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and or to take any other action thereon.

Community Preservation Committee

Motion: Nancy Reed, Community Preservation Committee Chair motioned to Amend Article 3 and correct the Executive Summary to replace "complex" with "field" and recommended Adoption as Amended  
The Finance Committee motioned to Adopt Article 3 and appropriate from available CPA funds the amount \$600,000.00 as amended by the Town Manager and Community Preservation Committee.  
School Committee Chair, Brian Dick supported Adoption of Article 3 as Amended  
As Brian. Dick approached the five minute limit of speaking time, Moderator Rauseo motioned to allow him to continue to address the Assembly  
Joseph Gill motioned to Move the Question

Vote: Nancy Reed's motion to Amend Article 3 was Adopted

7:12 PM

5/8/13

The motion to allow Brian Dick to continue speaking beyond the five minute limit was Accepted

7:25 PM

5/8/13

The motion to Move the Question was Adopted

7:40 PM

5/8/13

Article 3 was Adopted as Amended (Yes 189/ No 39)

7:45 PM

5/8/13

**Executive Summary:** The Friends of Tewksbury Athletic Complex propose the use of CPA funds to assist in the construction of the new Athletic Complex on our High School campus. This use of CPA funds is allowed under MGL Chapter 44B, Section 5.b.2 as creation of a new recreational use. CPA funds will not be used to fund the turf field portion, as prohibited in MGL, but will be used to fund other costs related to the construction of this Complex

### **AMENDMENT:**

To change the amount of \$450,000 to \$600,000 in the first line and fifth line of the article.

### **ARTICLE 3 AS AMENDED:**

To see if the Town of Tewksbury will vote to appropriate the sum of \$600,000 to assist in the creation of a new proposed recreational Athletic Field, not including turf field costs, on the campus of Tewksbury Memorial High School, 320 Pleasant Street, including allowed costs incidental and related thereto;

To fund such creation, \$600,000 shall be transferred from the Tewksbury Community Preservation Undesignated Fund Balance.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury Town Manager or to take any other action thereon.

**EXECUTIVE SUMMARY AMENDMENT:**

Line 2 and Line 6 change the word 'Complex' to 'Field'

**EXECUTIVE SUMMARY AS AMENDED:**

The Tewksbury Town Manager and the Friends of Tewksbury Athletic Complex propose the use of CPA funds to assist in the construction of the new Athletic Field on our High School campus. This use of CPA funds is allowed under MGL Chapter 44B, Section 5.b.2 as creation of a new recreational use. CPA funds will not be used to fund the turf field portion, as prohibited in MGL, but will be used to fund other costs related to the construction of this Field.

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**ARTICLE 4**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$400,000 to be expended by the Town Manager for the cost of constructing an all-purpose artificial turf field at the Tewksbury Memorial High School, including the payment of all costs incidental and related thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to Withdraw Article 4

Vote: Article 4 was Withdrawn

7:46 PM

5/8/13

**Executive Summary:** This article expends funds from the Stabilization fund as part of the Town's match to a Grant through Massachusetts Division of Conservation Services PARC Grant Program to fund the construction of an all-purpose artificial turf field, at the Tewksbury Memorial High School

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**ARTICLE 5**

To see if the Town will vote to accept the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, establishing a self-sufficient revolving fund, effective July 1, 2013, to account for revenues and expenditures relating to improving the energy efficiency of Town and School Buildings, equipment and infrastructure. The fund shall be credited with amounts received related to rebates, grants and donations generated from energy efficiency projects and programs through the Commonwealth of Massachusetts, Public Utilities and Non-profits or Private entities.. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$500,000, or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 5, pursuant to and in accordance with MGL, Chapter 44, Section 53E ½

Joseph Gill motioned to Move the Question

Vote: The motion to Move the Question was Adopted  
Article 5 was Adopted

7:55 PM

5/8/13

7:56 PM

5/8/13

**Executive Summary:** This article authorizes the Town to establish a self-sufficient revolving fund to account for the revenues received from grants and donations generated from energy efficiency projects and programs that the Town participates. Expenditures will be used for energy efficiency and improvement projects within the Town.

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## ARTICLE 6

To see if the voters of the Town of Tewksbury will amend the Zoning Bylaws by adding the following language to Section 8684 1. Residential Uses, Affordable Housing Requirement:

Section 8684 1. Residential Uses.

Affordable Housing Requirement

An application for a CVOD Special Permit as a Residential Use development shall require that 15 % of the dwelling units, be established as Affordable Housing Units (Section 7013.a.) in perpetuity,

**ADD: with the exception of Assisted living and Elderly congregate living facility proposals, where the Planning Board finds that strict adherence to Section 7013 a. and State defined requirements for Affordable Housing are not feasible.**

Planning Board

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to Adopt Article 6

Vote: Article 6 was Adopted/Unanimous (2/3 required)

7:57 PM

5/8/13

**Executive Summary:** The addition of this exception to the Affordable Housing requirement for Assisted Living and Elder Congregate care facilities will give the Planning Board the flexibility to accept proposals that meet diverse housing needs where strict adherence to State defined Affordable Housing requirements is not feasible.

---

Finance Committee Chairman, Thomas Cooke motioned to Adjourn the May 8, 2013 Special Town Meeting Sine Die, and this motion was Adopted.

7:58 PM

5/8/13

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK



# Special State Election

## June 25, 2013

At a meeting of the Inhabitants of the Town of Tewksbury, called by proper warrant and qualified to vote in Town affairs, held this day at the Senior Center for Precincts 1 and 1A; at the Recreation Center for Precincts 2 and 2A; at the Lowell Assembly of God for Precincts 3 and 3A; and at the Library for Precincts 4 and 4A, the following business was transacted. Registered on the ballot boxes in the eight Precincts showed 0000, and check lists were in order. Polls opened at 7:00 AM and closed at 8:00 PM. There were 5,455 ballots cast.

Precinct 1	Eleanor Beattie, Warden	Ellen M. Keefe, Clerk
Precinct 1A	Mary A. Casazza, Warden	Anne M. Callahan, Clerk
Precinct 2	Kathleen M. Brothers, Warden	Katherine Maher, Clerk
Precinct 2A	Gail Pollard, Warden	Cheryle Laffey, Clerk
Precinct 3	David Barletta, Warden	Larry Bairstow, Clerk
Precinct 3A	Mary Pilcher, Warden	Loretta Ryan, Clerk
Precinct 4	John Coviello, Warden	Rita O'Brien Dee, Clerk
Precinct 4A	Teresa Perrotta, Warden	Dorothy McGrath, Clerk

Precinct	1	1A	2	2A	3	3A	4	4A	Total
<b>Total Votes Cast</b>	<b>688</b>	<b>717</b>	<b>620</b>	<b>537</b>	<b>760</b>	<b>705</b>	<b>720</b>	<b>708</b>	<b>5,455</b>

### SENATOR IN CONGRESS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Blanks	0	0	0	0	0	0	0	0	0
<b>Gabriel E. Gomez</b>	<b>412</b>	<b>445</b>	<b>354</b>	<b>316</b>	<b>479</b>	<b>438</b>	<b>428</b>	<b>417</b>	<b>3,289</b>
Edward J. Markey	273	262	262	216	275	264	284	285	2,121
Richard A. Heos	2	7	1	4	4	3	5	5	31
Write-ins	1	3	3	1	2	0	3	1	14
<b>TOTAL</b>	<b>688</b>	<b>717</b>	<b>620</b>	<b>537</b>	<b>760</b>	<b>705</b>	<b>720</b>	<b>708</b>	<b>5,455</b>

<b># Eligible Voters</b>	20,899
<b>Total Votes Cast</b>	5,455
<b>Percent</b>	26.1%

# Special Town Meeting

## August 20, 2013

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
August 20, 2013

Moderator Keith Rauseo called to order the August 20, 2013 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession. Due to the large number of attendees still checking in, the Moderator called for a 15 minute recess. Moderator Rauseo called the Special Town Meeting back to session at 7:15 PM, and recessed again for another 20 minutes. Moderator Rauseo reconvened Special Town Meeting back to session at 7:35 PM. Audio issues in the cafeteria delayed the meeting for another five minutes pushing the start time to 7:40 PM.

Veterans Agent James Williams led the Assembly in the Pledge of Allegiance.

Voters are seated in the gymnasium, cafeteria, and auditorium. Moderator Rauseo appointed James Cutelis and Michael Kelley as Assistant Moderators. Mr. Cutelis and Mr. Kelley were sworn in by Town Clerk, Denise Graffeo, prior to performing their duties.

On Tuesday August 20, 2013, there were 2796 voters and 117 visitors in attendance.

Before beginning discussion on the Article, Moderator Rauseo made the following comments:

*"While in the hall, remain seated at all times so I know who wishes to speak and so our counters can accurately tally standing counts. Turn your cell phones off or to silent and do not make phone calls in the hall. Emergency exits are located at the corners of the gymnasium and auditorium to the left and right of the Moderator and in the cafeteria to both the left and right after you leave the gym. During the meeting, no one may stand in the entrances to any of the seating areas.*

*Town Meeting Guidelines are printed in the back of the warrant for reference, but given the large audience I will provide detailed instructions regarding meeting procedures. Voters are wearing yellow ribbons and must display those ribbons prominently so our counters and I can see them. Visitors are wearing red ribbons. Visitors requiring handicapped-accessible seating may sit in the marked area at the rear of the gym; all other visitors except those at the press table must assemble in the track area above the gymnasium floor. Visitors may speak to the assembly only if a voter makes a motion to allow it and the voters approve that motion, or if the Moderator requests that they answer a voter's question. While the project we will discuss tonight has implications for communities other than Tewksbury, visitors are observers and guests here, and they shall be silent and make no vocal demonstrations of support or opposition during the meeting.*

*Town officials addressing the voters may use the podium on the floor. Voters or visitors allowed to speak may use the microphone in the middle aisle at the front of the seating area. If you are seated in the cafeteria or auditorium, you must come to the gym to speak on the article. All comments from the gym will be broadcast to the other locations via the public address system. Please begin your remarks by stating your full name and street address for the record, and speak clearly and directly into the microphone. There is a five-minute speaking limit for any appearance at the microphone by a voter or official – if you ask questions, the clock will not stop during the response. I will provide a one-minute warning, and if you reach the time limit and I ask you to stop, you must stop immediately. If you need more time, you may request a specific amount of time and if the voters approve the request you will get that time. If necessary, you may return to the podium after other voters who wish to speak have had*

*their turn. If you speak a second time, it must be to offer additional information beyond that offered in your original appearance, not to repeat what you said earlier. I am setting a three-minute limit for any approved appearance by a visitor. Visitors may speak on the article only once and may not ask questions.*

*Address all comments and questions to or through the Moderator, not directly to officials or other voters. I cannot stress this last point more strongly. Do not reference other individuals or officials in your remarks – we will debate the merits of the proposal, not the merits of the officials involved or the people for or against it. If I let someone say a person is great, I have to let someone else say the person isn't so great, and vice versa. We'll have a better meeting if everyone can keep their personal feelings about others to themselves and talk about the topic rather than the people involved. If a voter asks a question, I will request an answer from the person I believe is proper – that person may be a visitor.*

*When a speaker finishes, do not applaud or boo. Applauding wastes time and turns the meeting into a contest to see which side can applaud the longest or loudest after each speaker. Booing has similar effects while also being particularly childish and disrespectful.*

*On Saturday, I visited the 9-11 Memorial at the World Trade Center in New York City. It was deeply moving to be there and recall how Americans came together and put our differences into the proper light after the horror of September 11, 2001, and how people from Tewksbury honor those lost through yearly ceremonies at our own 9-11 Memorial. While the project we'll discuss tonight has aroused great passion from those both for and against it, I hope that during the debate we will keep in mind the unity we feel deep in our hearts, which sadly seems to show itself only during times of great stress or tragedy. I wish it were evident more often. Later tonight voters will make an important decision. The debate beforehand will be characterized by its civility, its dignity, and its respectfulness – any attempt to characterize it differently will be unacceptable.*

*Tonight we will discuss an article regarding the zoning changes necessary to allow the development of a Category 2 slots-only gaming establishment as defined by state law. As there is no current provision allowing gaming facilities within Tewksbury's zoning by-law, it will be acceptable for voters to speak both about the introduction of an allowance for gaming and the specific zoning provisions described in the article.*

*During the debate, if an amendment is submitted for consideration, we will debate and act on the amendment immediately, then continue debate on the article itself, so that only one amendment is pending at any time.*

*Mr. David Aznavoorian, the Chairman of the Finance Committee, will make the main motion on the article."*

Community Development Director, Steven Sadwick gave a brief presentation and description of the Zoning Article.

Town Manager, Richard Montuori spoke in support of the Article and recommended Adoption.

Finance Committee Chairman, David Aznavoorian, motioned to Waive the Reading of the Warrant Article and this motion was Adopted.

7:42 PM 8/20/13

Finance Committee Chairman, David Aznavoorian, motioned to Adjourn the August 20, 2013 Special Town Meeting, Sine Die and this motion was Adopted.

9:48 PM 8/20/13



## ARTICLE 1

To see if the Town will vote to amend the Tewksbury Zoning Bylaw and the Zoning Map by adding the following Section 8700 to the Zoning Bylaw and adding the overlay map described below to the Town's Zoning Map:

### **8700. AMES POND OVERLAY DISTRICT**

**8701. Purpose.** The purpose of this Overlay District is to provide for the controlled development and utilization of those portions of land located within the Town of Tewksbury adjacent to Ames Pond.

**8702. Scope of Authority.** The Ames Pond Overlay District is an overlay district that is superimposed on properties adjacent to Ames Pond that are in the Office Research (OR) District. All uses permitted in the underlying Office Research (OR) District shall be allowed in the Ames Pond

Overlay District as further described in Appendix A: Table of Use Regulations subject to said existing by right and by Special Permit. The following additional uses shall also be allowed in the Ames Pond Overlay District upon the issuance of a Special Permit from the Planning Board: Gaming Establishments with a Category 2 License as limited under Massachusetts General Law, Chapter 23K, as of the date of passage of the Ames Pond Overlay District, which includes a gaming area and any other nongaming structure related to the gaming area and, notwithstanding any other provision of these Bylaws, may include, but shall not be limited to, hotels, restaurants or other amenities.

**8703. Relationship to Existing Zoning.** The underlying zoning shall remain an integral part of the Tewksbury Zoning Bylaw and is not modified, repealed nor amended by this section. The property owners in this overlay district shall possess all current zoning rights including by-right uses for the underlying districts and be subject to the requirements applicable in the underlying zones when utilizing the uses allowed in the underlying district. In the event that an owner desires to use the owner's property for development as here defined, the regulations of this overlay district shall apply and by filing an application for development subject to such regulations, the owner accepts and is bound by such regulations. Where this overlay district's provisions are silent on a zoning rule, the requirements of the underlying zoning shall apply. In addition, projects allowed under the underlying zoning are not eligible to apply under this overlay district unless they meet all of the requirements of this overlay district.

### **8710. Location.**

**8711.** The Ames Pond Overlay District shall be defined as follows:

That portion of the Town of Tewksbury located in the Office Research (OR) District that is north or east of Ames Pond and that is south of Interstate 495. Only those lots that are adjacent to the shoreline of Ames Pond shall be included in the Ames Pond Overlay District. More specifically, the Town of Tewksbury Zoning 2013 Map, on file at the office of the Town Clerk, is hereby amended to include the Ames Pond Overlay District.

### **8720. Dimensional Regulations.**

**8721. Dimensional Regulations.** Except as provided herein, all dimensional regulations in the Ames Pond Overlay District shall be in accordance with the provisions of Section 4000, Dimensional Regulations and Appendix B. The Planning Board may grant an Ames Pond Special Permit (AP-SP) for developments within the Ames Pond Overlay District upon finding that the following, Section 8721, (a) through (e), provide substantial benefit to the overall proposal.

- (a) **Minimum Area.** The parcel or set of contiguous parcels for which the AP-SP is requested shall not be less than twenty-five (25) acres prior to any dedication of any portion of said parcel or set of contiguous parcels for purposes of, by way of example only, public or private ways, and common or open space areas. All of said twenty-five (25) acre parcel shall be located exclusively in the Town of Tewksbury and shall be located entirely within the Ames Pond Overlay District.
- (b) **Maximum Lot Coverage.** The total lot coverage by structures and impervious surfaces shall not exceed thirty (30%) percent of the total area of the parcel.
- (c) **Minimum Frontage.** The minimum frontage shall be 70 feet for the parcel or set of contiguous parcels.
- (d) **Building and Parking Setbacks.** No accessory use or structure shall be located within 50 feet of any boundary of the Ames Pond Overlay District, provided further, however, that no accessory use

or structure shall be located within 100 feet of any abutting residential district. Except with respect to abutting residential districts, the setback may be reduced to zero (0) feet by Special Permit to accommodate an approved water-dependent use.

- (e) **Maximum Building Height.** Structures may be allowed in excess of 35 feet or two and one-half stories in the Ames Pond Overlay District. In no event shall a special permit be issued for structures in excess of 60 feet or 5 stories.

#### 8730. General Regulations

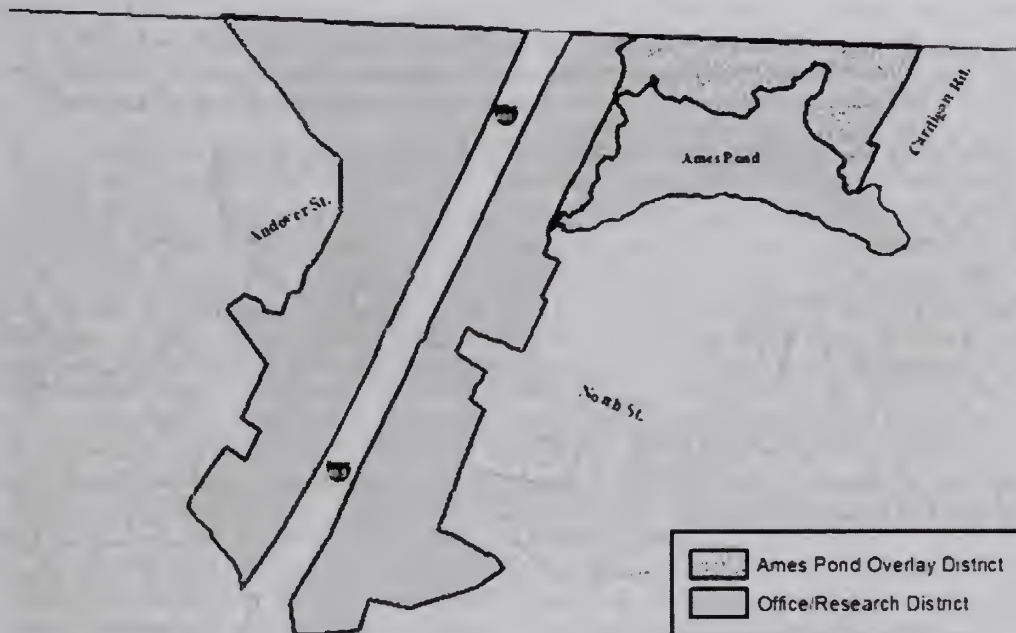
8731. **Parking and Loading Requirements.** Parking and loading requirements shall be in accordance with the provisions of Section 5100 and Appendix C.

8732. **Signs.** Sign requirements shall be in accordance with the provisions of Section 5200.

8733. **Environmental Performance Standards.** Environmental Performance Standards shall be in accordance with the provisions of Section 5300.

#### 8740. Landscaping, Screening and Buffer Requirements

8741. All landscaping, screening and buffer Requirements in the Ames Pond Overlay District shall be in accordance with the provisions of Section 5400, Landscaping, Screening and Buffer Requirements.



Board of Selectmen

Motion: The Finance Committee voted 4 to 1 to Approve and motioned to Adopt Article 1  
Chairman of the BOS, Scott Wilson made a motion to Fix the Method of Voting to a Secret Ballot  
The Planning Board voted 3 to 2 to recommend Adoption of Article 1  
Gene Walsh made a motion to grant permission for Representative Miceli to speak  
Phillip Zerofski made a motion to Disallow All Visitors Permission to Speak  
Raymond Bowden made a motion to Move the Question

Point of Order: Mark Johnson questioned Scott Wilson's permission to speak at the microphone designated for Town Officials and suggested that he speak at the microphone designated for residents

Ruling: Moderator Rauseo ruled that because Mr. Wilson was speaking on behalf of the Board of Selectmen. as an Elected Official and Chairman of the Board of Selectmen, he has the authority to speak at the microphone designated for Town Officials.

Point of Order: Elizabeth Carey expressed concern that voters were moving around and leaving during the vote suggesting that given the condition, it would be difficult to obtain an accurate count.

Ruling: Moderator Rauseo designated the doors leading directly outside to the right of the podium as a means of egress for those voters wishing to leave the gymnasium prior to Adjournment.

Vote:	The motion to Fix the Method of Voting to a Secret Ballot Failed	7:51 PM	8/20/13
	The motion to Allow Representative Miceli Permission to Speak Failed	8:06 PM	8/20/13
	The motion to Disallow All Visitors Permission to Speak was Adopted	8:07 PM	8/20/13
	The motion to Move the Question was Adopted	9:22 PM	8/20/13
	Article 1 was Defeated 995 Yes/ 1568 No (2/3 required=1709)	9:47 PM	8/20/13

**Executive Summary:** Penn National Gaming, Inc. proposes to develop, through a subsidiary, a Massachusetts General Law, Chapter 23K, Category 2 gaming establishment on Ames Pond Drive. This article would allow such use by creating a new Ames Pond Overlay District that is superimposed on properties adjacent to Ames Pond that are in the Office Research (OR) District in which such use is permitted. In addition, it establishes dimensional limitations, including a 100 foot setback from any abutting residential district, a maximum coverage ratio of 30%, a maximum building height of 60 feet, a minimum frontage requirement of 70 feet, and a minimum 25 acre lot size.

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Finance Committee Chairman, David Aznavoorian motioned to Adjourn the October 20, 2013 Annual Town Meeting Sine Die, and this motion was Adopted. 9:48 PM 8/20/13

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK



# Special Town Meeting

## October 1, 2013

Tewksbury Memorial High School  
320 Pleasant Street  
October 1, 2013 Special Town Meeting

Moderator Keith Rauseo called to order the October 1, 2013 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession. Mr. Rauseo welcomed attendees, who have come to participate in the governing of our Town.

“Good evening. It is 7:00 PM on Tuesday, October 1, 2013, and given that a quorum of voters is present and we are in possession of a properly served and returned warrant, I call this Special Town Meeting to order.

While our leaders in Washington led us into a shutdown of the federal government this morning, the wheels of local government keep turning in Tewksbury, and welcome to all of you who have come to participate. If everyone would please rise, I will ask Veteran’s Agent James Williams to lead us in the Pledge of Allegiance.” Veterans Agent James Williams led the Assembly in the Pledge of Allegiance.

“On September 24, Miss Frances Senneville passed away at the age of 80. Before her illness, Miss Senneville was an active Town Meeting participant for many years, and her passionate appearances at the podium, usually as an advocate for Tewksbury’s senior citizens, were memorable, admirable, and an example for us all.” There was a moment of silence in memory of Frances Senneville.

“Town Meeting Guidelines are printed in the back of the warrant for your reference. Voters are wearing purple ribbons. Display those ribbons prominently so the counters and I can see them. Visitors wearing red ribbons must sit in the visitors section in the bleachers to my left. The press table is to my left. Members of the press must remain at the table while they are in the hall. Emergency exits are located at the back right corner of the gymnasium and in the cafeteria to both the left and right after you leave the gym. During the meeting, no one may stand in the entrances to the gym. Officials and article sponsors who are addressing the voters may use the podium on the floor. Voters speaking on an issue may use the microphone in the middle aisle at the front of the seating area. Please begin your remarks by stating your full name and street address for the record, and speak directly into the microphone. There is a five-minute limit for any appearance at the podium – if you ask a question, the clock will not stop during the response. I will inform you when you have one minute remaining. Address all comments and questions to or through the Moderator, not to officials or other voters. Visitors who wish to speak must have approval from the voters to do so, and will have three minutes. During debate on an article, if a voter submits an amendment for consideration, we will debate and act on the amendment immediately, then continue debate on the article, so only one amendment is pending at any time. Please remain seated while in the hall unless rising to speak or vote. Stay at your seats during a vote so our counters can accurately tally standing counts. Turn your cell phones off or on silent and do not make phone calls in the hall. Mr. David Aznavoorian, the chairman of the Finance Committee, will make the first motion on every article unless the Finance Committee is deferring to another board.”

Before adjourning the Special Town Meeting, Moderator Keith Rauseo made the following comments:

“Before we adjourn this evening, I would like to recognize State Representative James Miceli, who arrived shortly after the start of the meeting. Welcome, sir, and thank you for attending. I would like to thank Joe Dermody, Roland Patterson, and the rest of the media and custodial staff at TMHS for their efforts in preparing the hall and televising the meeting; Town Clerk Denise Graffeo, Assistant Town Clerk Michele Sullivan, the checkers, counters, and police officers on duty for their work before and during the meeting; and all of you for continuing Tewksbury’s long tradition of open government. On a personal note, unless the Selectmen call another Special Town Meeting before the town election next April, tonight’s meeting will be the last before my current term as Moderator ends. My thanks to the Town Manager, Town Clerk, Town Counsel, and everyone else who has helped me prepare for and manage our past eleven meetings. For several reasons, I will not be a candidate for re-election next year. I am announcing this now because our next Moderator is probably here tonight and I want to give anyone who is interested in the job as much time as possible to prepare for it. It is an honor to serve in this position and be part of

our local government, but after my term ends in April it will be time for me to step aside and focus on other things. I wish my successor well and I will be happy to help him or her as much as I can.”

On Tuesday, October 1, 2013, there were 125 voters and 11 visitors in attendance.

Finance Committee Chairman, David Aznavoorian, motioned to Waive the Reading of the Warrant Articles and this motion was Adopted.

7:03 PM 10/1/13

Finance Committee Chairman, David Aznavoorian motioned to Adjourn the October 1, 2013 Special Town Meeting Sine Die, and this motion was Adopted.

7:50 PM 10/1/13

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# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

DENISE GRAFFEO  
TOWN CLERK

Phone: 978-640-4355

Fax: 978-851-8610

dgraffeo@tewbury-ma.gov

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on October 1, 2013.

### APPROPRIATION CERTIFICATE – SPECIAL TOWN MEETING –OCTOBER 1, 2013

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	OTHER AVAILABLE FUNDS	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	
1	Tewksbury Firefighters Agreement	135,000.00							
2	Reduce FY14 Fire & Liability Insurance	(1,000.00)							
3	Additional FY14 Budget Appropriation	814,400.00							
4	MSEC Settlement to School Dept. Circuit Breaker	265,326.00							
5	Town One Time Items		215,768.00						
6	School One Time Items		300,000.00						
7	Outstanding FY13 Bills	12,531.74							
8	Health Insurance Mitigation		127,000.00						
9	OPEB		350,000.00						
10	Personnel Study		20,000.00						
11	Stabilization Fund		545,726.00						
12	Crest Road/Main Street Work				115,000.00				
13	VFD's and Control Systems		52,360.00						Re-Allocation of Funds Art. 14 2012 ATM
14	Affordable Housing Trust			248,380.00					
15	Rehab Existing Playgrounds			350,000.00					
16	Rescind Borrowings							(850,000.00)	Art 12 10/2/12 STM Synthetic Turf Art.15 5/4/09 ATM DPW Plumbing
TOTALS		1,226,257.74	1,558,494.00	52,360.00	598,380.00	115,000.00	0.00	0.00	(850,000.00)

Raise & Appropriate \$1,226,257.74

Transfer From Free Cash \$1,558,494.00

Transfers \$52,360.00

CPA Reserve \$598,380.00

Enterprise Funds \$115,000.00

Water Enterprise Retained \$0.00

Sewer Enterprise Retained \$0.00

Borrowing (\$850,000.00)

ATTEST:  
DENISE GRAFFEO  
TOWN CLERK



## ARTICLE 1

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to Amend Article 1  
The Finance Committee motioned to Adopt Article 1 as Amended by the Town Manager

Vote: The Amendment was Adopted	7:04 PM	10/1/13
Article 1 was Adopted as Amended	7:06 PM	10/1/13

### AMENDMENT:

To see if the Town will vote to raise and appropriate ~~or transfer from available funds~~ the sum of ~~money~~ \$135,000 needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

### ARTICLE 1 AS AMENDED:

To see if the Town will vote to raise and appropriate the sum of \$135,000 needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

**Executive Summary:** The intent of this article is to appropriate funds for a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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## ARTICLE 2

To see if the Town will vote to reduce the following FY2014 Budget; or take any action relative thereto.

Unclassified: Fire and liability Insurance      \$1,000

Town Manager

Motion: The Finance Committee motioned to Adopt Article 2

Vote: Article 2 was Adopted	7:06 PM	10/1/13
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**Executive Summary:** This Article reduces the Fiscal Year 2014 Budget for Town Fire and Liability insurance to allow the Fiscal Year 2014 budget to be balanced. At the end of Town Meeting in May 2014 the budget was out of balance by \$1,000.

### ARTICLE 3

To see if the Town will vote to raise and appropriate the sum of \$814,400 to fund the following FY2014 Budgets; or take any action relative thereto.

School Budget Salaries	306,000
School Budget Fixed Costs Health Insurance	94,000
Accounting Salaries Temporary Part-Time	2,800
Administrative Services Temporary Part-Time	5,600
Treasurer/Collector Full-Time Salaries	20,000
Town Hall Operating Utilities	10,000
Town Hall Operating, Repairs and Maintenance	20,000
Police Salaries Overtime	100,000
Unclassified Finance Committee Reserve	75,000
Town Unclassified Occupational Health	25,000
DPW Fleet Operating Vehicle Maintenance	25,000
DPW Fleet Operating Gas and Diesel	25,000
Council on Aging Full-Time Salaries	6,000
Veterans Operating Veterans Aid	<u>100,000</u>
<b>Total</b>	<b>\$814,400</b>

Town Manager

Motion: Town Manager, Richard Montuori motioned to Amend Article 3

The Finance Committee motioned to Adopt Article 3 as Amended by the Town Manager; raise and appropriate \$814,400 for the purpose of the Article

Vote: The Amendment was Adopted

7:07 PM

10/1/13

Article 3 was Adopted as Amended

7:11 PM

10/1/13

#### AMENDMENT:

To see if the Town will vote to raise and appropriate the sum of \$814,400 to fund the following FY2014 Budgets; or take any action relative thereto.

School Budget Salaries	<del>306,000</del>
School Budget Salaries	<b>296,000</b>
School Operating	<b>20,000</b>
School Budget Fixed Costs Health Insurance	<del>94,000</del>
School Budget Fixed Costs Health Insurance	<b>84,000</b>
Accounting Salaries Temporary Part-Time	2,800
Administrative Services Temporary Part-Time	5,600
Treasurer/Collector Full-Time Salaries	20,000
Town Hall Operating Utilities	10,000
Town Hall Operating, Repairs and Maintenance	20,000
Police Salaries Overtime	100,000
Unclassified Finance Committee Reserve	75,000
Town Unclassified Occupational Health	25,000
DPW Fleet Operating Vehicle Maintenance	25,000
DPW Fleet Operating Gas and Diesel	25,000
Council on Aging Full-Time Salaries	6,000
Veterans Operating Veterans Aid	<u>100,000</u>
<b>Total</b>	<b>\$814,400</b>

**ARTICLE 3 AS AMENDED:**

To see if the Town will vote to raise and appropriate the sum of \$814,400 to fund the following FY2014 Budgets; or take any action relative thereto.

School Budget Salaries	296,000
School Operating	20,000
School Budget Fixed Costs Health Insurance	84,000
Accounting Salaries Temporary Part-Time	2,800
Administrative Services Temporary Part-Time	5,600
Treasurer/Collector Full-Time Salaries	20,000
Town Hall Operating Utilities	10,000
Town Hall Operating, Repairs and Maintenance	20,000
Police Salaries Overtime	100,000
Unclassified Finance Committee Reserve	75,000
Town Unclassified Occupational Health	25,000
DPW Fleet Operating Vehicle Maintenance	25,000
DPW Fleet Operating Gas and Diesel	25,000
Council on Aging Full-Time Salaries	6,000
Veterans Operating Veterans Aid	<u>100,000</u>
<b>Total</b>	<b>\$814,400</b>

**Executive Summary:** This Article raises and appropriates funds to Fiscal Year 2014 Budgets. The additional funds are available since State Aid and local revenue will be higher than originally projected. Funds for the School Budget will be used for addressing unfunded staffing priorities as determined by the School Committee and School Administration. The remaining Town line-items fund budgets that are projected to have deficits, to replenish funds that were reduced at the Annual Town Meeting in May 2013 and in addition fund new staff initiatives such as a dedicated payroll clerk for the Finance Department and part-time assistance in Administrative Services.

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**ARTICLE 4**

To see if the Town will vote to raise and appropriate the sum of \$265,326 from the Merrimack Special Education Collaborative (MSEC) Refund Settlement to the following Fiscal Year 2014 Budget:

School Department Circuit Breaker Fund

or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 4; raise and appropriate \$265,326 from the Merrimack Special Education Collaborative

Vote: Article 4 was Adopted

7:14 PM

10/1/13

**Executive Summary:** Funds are available from a settlement with the Merrimack Special Education Collaborative. The funds were placed into the General Fund and must be appropriated into a budget for expenditure. Fund will be placed into the School Department Circuit Breaker Fund.

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## ARTICLE 5

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$215,768 for the following purposes; or take any action relative thereto.

Electronic Work Parks Department Garage	5,000
8 foot Wide Gang Lawn Mower	65,000
Voting Booths	60,000
Police Cruiser Modems	26,957
Police Department Ford Explorer	37,832
2 Police Motorcycles	20,979
<b>Total</b>	<b>\$215,768</b>

Town Manager

Moderator, Keith Rauseo noted the following Scrivener's error on page 4 in the Warrant. In the second row, 15 foot Wide Gang Lawn Mower should be 8 foot Wide Gang Lawn Mower. There were no objections.

Motion: The Finance Committee motioned to Adopt Article 5; transfer \$215,768 from certified free cash for the purpose of the Article

Vote: Article 5 was Adopted

7:16 PM

10/1/13

**Executive Summary:** Funds will be used to fund one-time expenditures: \$5,000 to repair electric infrastructure at the Parks Department Garage; \$65,000 for a lawn mower to cut recreation fields and open spaces; \$60,000 for new voting booths to replace the current voting booths which are broken and are beyond repair; \$26,957 to replace 20 modems that are 10 years old for the Police Cruisers; \$37,832 to purchase 1 new unmarked SUV to replace 2001 Ford Crown Victoria; \$20,979 to purchase 2 new 2014 Police Motorcycles to replace the current 2007 and 2010 models that do not have ABS brakes which is unsafe.

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## ARTICLE 6

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$300,000 for School Department Capital Expenditures; or take any action relative thereto.

School Buildings and Maintenance	154,000
School Technology	98,000
School Instructional	48,000
<b>Total</b>	<b>\$300,000</b>

Town Manager

Motion: The Finance Committee motioned to Adopt Article 6; transfer \$300,000 from certified free cash for school department expenditures

Vote: Article 6 was Adopted

7:16 PM

10/1/13

**Executive Summary:** Funds will fund one-time expenditures: Buildings/ Maintenance: \$22,000 for a new maintenance van; \$24,000 to repair Recreation Center roof; \$75,000 for security enhancements; \$15,000 for kitchen plumbing upgrades; \$18,000 for heating and plumbing repairs North Street School. Technology: \$30,000 to upgrade the Tewksbury Memorial High School Network; \$26,000 to replace/ upgrade Wynn Middle School computer lab; \$7,000 to upgrade PEG channel workstation; \$25,000 to replace/upgrade Center School phone system; \$10,000 to install wireless devices at the Elementary Schools. Instructional: \$30,000 for instructional/performance equipment for the Music Department; \$6,000 for uniforms for the TMHS Marching Band; \$12,000 for a High School wrestling mat.

## ARTICLE 7

To see if the Town will vote to raise and appropriate the sum \$12,531.74 the following fiscal year 2013 budgets to pay for the following outstanding bills from the previous year; or take any action relative thereto.

AA Tire	55.00
Constellation Energy	1,579.39
Direct Energy	6.51
Lowell General Hospital	210.00
National Grid Electric – DPW	274.70
Ricoh - Police Dept.	289.00
Tewksbury Center Mobile	609.00
Town Counsel	9,347.14
West Information Charges	161.00
<b>Total</b>	<b>\$12,531.74</b>

Town Manager

Motion: The Finance Committee motioned to Adopt Article 7; raise and appropriate \$12,531.74 for the purpose of this article

Vote: Article 7 was Adopted by a Unanimous Vote (9/10 required) 7:17 PM 10/1/13

**Executive Summary:** According to Massachusetts General Laws bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid.

---

## ARTICLE 8

To see if the Town will vote to transfer from the certified General Fund Free Cash a sum of \$127,000 to fund Health Insurance Mitigation; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 8; transfer \$127,000 from certified free cash to Health Insurance Mitigation

Vote: Article 8 was Adopted 7:17 PM 10/1/13

**Executive Summary:** This Article utilizes Free Cash certified as of July 1, 2013 to fund a Health Insurance Mitigation Fund in accordance with an agreement of the public employee groups.

---

## ARTICLE 9

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$350,000 to the Other Post Employment Benefit (OPEB) Account; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 9; transfer \$350,000 from certified free cash to Other Post-Employment Benefits

Vote: Article 9 was Adopted 7:18 PM 10/1/13

**Executive Summary:** Funds will be transferred from Free Cash certified as of July 1, 2013 into the Other Post Employment Benefit Account to fund the town's outstanding unfunded liability of \$166 million for retiree health insurance.

---

## ARTICLE 10

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$20,000 for personnel study; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 10; transfer \$20,000 from certified free cash for a personnel study

Vote: Article 10 was Adopted

7:18 PM

10/1/13

**Executive Summary:** Funds will be used for a study to review job descriptions and the wage and salary classification scale for AFSCME Union employees per the Collective Bargaining Agreement dated July 1, 2012-June 30, 2015. In addition, the study will include employees of the PRRB.

---

## ARTICLE 11

To see if the Town will vote to transfer the sum of \$2,500,000 from certified Free Cash to the Town Stabilization Fund; or take any action relative thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to Amend Article 11

The Finance Committee motioned to Adopt Article 11 as Amended by the Town Manager; transfer \$545,726 from certified Free Cash to the Town Stabilization Fund

Vote: The Amendment was Adopted

7:19 PM

10/1/13

Article 11 was Adopted as Amended 35 Yes/ 1 No (2/3 required=24)

7:22 PM

10/1/13

### AMENDMENT:

To see if the Town will vote to transfer the sum of ~~\$2,500,000~~ \$545,726.00 from certified Free Cash to the Town Stabilization Fund; or take any action relative thereto.

### ARTICLE 11 AS AMENDED:

To see if the Town will vote to transfer the sum of \$545,726.00 from certified Free Cash to the Town Stabilization Fund; or take any action relative thereto.

**Executive Summary:** Since Free Cash has been certified, this Article seeks approval to transfer funds into the Stabilization Fund and to be used in the future emergencies or one time purchases.

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## ARTICLE 12

To see if the Town will vote to raise and appropriate the sum of \$115,000 from the Water Enterprise Fund to undertake Engineering and Design for water distribution main and services installation and replacement on Crest Road and a portion of Main Street; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 12; raise and appropriate \$115,000 from the Water Enterprise Fund

Vote: Article 12 was Adopted

7:23 PM

10/1/13

**Executive Summary:** This article funds \$35,000 for engineering and design services to replace a 6" inch AC water main on Crest Road. This water main has had numerous breaks in the past. Two recent breaks occurring within 3 weeks of each other. \$80,000 will fund engineering and design of the installation of a new waterline in a northern portion of Main Street to connect to an existing waterline on Clark Relocation Road. This work will provide the Town with an engineer's estimate, plans and specifications for bidding purposes for both projects. Construction funding will be sought at the 2014 Annual Town Meeting.

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### ARTICLE 13

To see if the Town will vote to re-allocate \$52,360.00 or any amount remaining from the original appropriation of \$150,000.00 as approved at the 2012 Annual Town Meeting, Article 14 for the sludge drive collection system. This re-allocation of resources shall be for the purpose of installing various Variable Frequency Drives (VFD's) and control systems; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 13; reallocate \$52,360 for the purpose of the article

Vote: Article 13 was Adopted

7:23 PM

10/1/13

**Executive Summary:** Variable Frequency Drives are electronic devices used to control electrical motor speeds and to allow for significant electrical energy savings. In addition, they control motor speed for improved flexibility in operating the water treatment plant and subject the mechanical systems they drive to less wear and tear. Funds will allow the Town to install 3 VFD's ranging in size from 7.5 Horsepower (HP) to 200 HP. This installation will improve the redundancy of the finished water pumping system and extend the lifetime expectancy of the mechanical systems the VFD's will drive while creating an energy savings. .

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### ARTICLE 14

To see if the Town will vote to appropriate \$248,380 from the Community Preservation Fund's Community Housing Reserve Account to be transferred to the Tewksbury Affordable Housing Trust Fund, as proposed by the Local Housing Partnership and recommended for adoption by the Community Preservation Committee.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury Town Manager; or to take any other action thereon.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt Article 14

Community Preservation Committee Chairperson, Nancy Reed recommended Adoption

Vote: Article 14 was Adopted

7:24 PM

10/1/13

**Executive Summary:** This is the accumulated balance of the mandatory 10% set aside for community housing purposes. This request is to transfer the \$248,380 in CPA funds to the Affordable Housing Trust Fund (AHTF) so that when an affordable housing opportunity presents itself, the Local Housing Partnership and the Board of Selectmen can act expeditiously.

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### ARTICLE 15

To see if the Town will vote to appropriate the sum of \$350,000 to rehabilitate existing playgrounds at the Town's Elementary Schools, the playground site at Livingston Street Recreation Area, including and surrounding Funway Park and to include allowed costs incidental and related thereto.

To fund such rehabilitation, \$200,000 shall be transferred from the Community Preservation Fund's Open Space Reserve Account and \$150,000 shall be transferred from the Community Preservation Fund Balance Reserve for Expenditure.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee and the Tewksbury Town Manager; or to take any other action thereon.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt Article 15  
Community Preservation Committee Chairperson, Nancy Reed recommended Adoption

Vote: Article 15 was Adopted

7:26 PM

10/1/13

**Executive Summary:** This request will allow for approximately \$200,000 to be spent at Funway Park and its surrounding area for replacement of the existing playground equipment and other associated improvements. The \$150,000 will be used at the elementary schools at approximately \$37,500 per school for the replacement of the existing playground equipment with accessible age appropriate equipment. The use of Community Preservation Funds to rehabilitate existing playgrounds is an allowed use of the funds.

---

#### **ARTICLE 16**

To see if the Town will vote to rescind the following authorizations to borrow funds from previously approved Town Meeting Articles; or take any action relative thereto.

Synthetic Turf Field	750,000.00
Special Town Meeting, October 2, 2012 Article #12	
\$750,000.00 Originally Authorized	
 Plumbing Improvements DPW Facility	100,000.00
Annual Town Meeting, May 4, 2009, Article #15	
\$300,000.00 Originally Authorized	
 <b>Total</b>	<b>\$850,000.00</b>

Town Manager

Motion: The Finance Committee motioned to Adopt Article 16

Vote: Article 16 was Adopted

7:26 PM

10/1/13

**Executive Summary:** The Article seeks Town approval to rescind previously authorized but unissued debt. There is no need for these authorizations to be maintained since the projects are either complete or the authorization is no longer needed.

---

#### **ARTICLE 17**

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, effective upon the retirement of the current MIS (Management Information Systems) Director by making amendments as follows:

1. Delete MIS Director from Group A-1  
Minimum - \$98,240/Maximum - \$108,309  
  
And Insert Technology Operations Manager Group A-4:  
Minimum - \$69,160/Maximum - \$84,059

or take any other action relative thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to Amend Article 17  
The Finance Committee motioned to Adopt Article 17 as Amended by the Town Manager

Vote: The Amendment was Adopted  
Article 17 was Adopted as Amended

7:28 PM

10/1/13

7:31 PM

10/1/13

#### **AMENDMENT:**

Delete: ~~upon the retirement of the current MIS (Management Information Systems) Director~~  
Add: **December 31, 2013**

#### **ARTICLE 17 AS AMENDED:**

To see if the Town will vote to amend the Personnel By-Laws Section III(e) Salaries and Wages, effective December 31, 2013 by making amendments as follows:

1. Delete MIS Director from Group A-1  
Minimum - \$98,240/Maximum - \$108,309  
  
And Insert Technology Operations Manager Group A-4:  
Minimum - \$69,160/Maximum - \$84,059

or take any other action relative thereto.

**Executive Summary:** The purpose of this article is to reclassify existing positions within the wage schedule.

---

#### **ARTICLE 18**

To see if the Town will vote to authorize the Board of Selectmen to acquire any fee, easement, or other interest in land by purchase, gift, or otherwise for the purpose of providing drainage, sidewalks, roadway reconstruction and improvements and traffic control signalization at or near the intersection of East Street from Shawsheen Street as shown on a plan entitled "Dascomb Road/East Street/Shawsheen Street" dated February 6, 2013, prepared by TEC, Inc., a copy of which may be viewed at the Department of Public Works, Engineering Division, 999 Whipple Road, Tewksbury; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt Article 18

Vote: Article 18 was Adopted by a Unanimous Vote (2/3 required) 7:32 PM 10/1/13

**Executive Summary:** This will allow the Selectmen to obtain the necessary easements and layout alterations of the right of way for the roadway reconstruction on East Street and Shawsheen Street.

---

#### **ARTICLE 19**

To see if the Town will vote to accept as Open Space land shown as "Open Space A & B" on plan of land entitled: "Definitive Subdivision Plan Map 30 / Lots 48, 49, 52-54, Long Pond Village, Pond Street, Tewksbury, MA dated April 9, 2010, revised thru 6/16/10, prepared by Cuoco & Cormier Engineering Associates, Inc., 170 Main Street Unit 112, Tewksbury, MA 01876" Said plan is recorded in the Middlesex North District Registry of Deeds in Plan Book 231 Plan 90; or take any other action relative thereto.

Town Manager  
Community Development Director

Motion: The Finance Committee motioned to Adopt Article 19

Vote: Article 19 was Adopted 7:32 PM 10/1/13

**Executive Summary:** The purpose of this article is to accept the Open Space property associated with Long Pond Village subdivision.

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#### **ARTICLE 20**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 82, Sections 21-24, as amended, and any other applicable statutes, to accept the laying out as a town way by order of the Board of Selectmen:

A certain parcel of land situated in Tewksbury, Middlesex County, Massachusetts shown as April's Way on a plan entitled, "Street Acceptance Plan, April's Way, Long Pond Village, Pond Street, Tewksbury, MA dated May 21, 2012, prepared by Cuoco & Cormier Engineering Associates, Inc., 170 Main Street Unit 112, Tewksbury, MA 01876", a copy of which order and plan has been filed with the office of the Town Clerk and the Department of Community Development; and such plan is referred to for more particular description and to authorize the Board of Selectmen to take by eminent domain, an easement, or in fee; or take any other action relative thereto.



Motion: The Finance Committee motioned to Adopt Article 20

Vote: Article 20 was Adopted

7:32 PM

10/1/13

**Executive Summary:** The purpose of this article is to accept April's Way as a public way (Town Street).

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#### ARTICLE 21

To see whether the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 138, Section 12, under which a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter; or take any action relative thereto.

Board of Selectmen

Motion: The Finance Committee motioned to Adopt Article 21

Vote: Article 21 was Adopted

7:33 PM

10/1/13

**Executive Summary:** This will allow common victuallers who hold a wine and malts license to also sell liqueur and cordials with written approval from the Board of Selectmen.

---

#### ARTICLE 22

To see if the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaw Section 6500, Interim Regulations for Medical Marijuana Treatment Centers as follows as shown below with additions to the bylaw underlined and deletions shown as a ~~strike through~~:

#### **6500 INTERIM RESTRICTION/ MORATORIUM FOR MEDICAL MARIJUANA TREATMENT CENTERS**

##### **6510. Purpose.**

As the regulation of medical marijuana raises novel and complex legal and planning issues, the Town requires adequate time to consider ~~whether~~ how to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions should such facilities be located in the Town of Tewksbury.

##### **6560. Expiration.**

This section shall be effective ~~for a period of twelve (12) months beginning at the date of the publication of the Planning Board's public hearing for this zoning amendment until May 31, 2014~~ or until such future time that the Tewksbury Town Meeting enacts superseding zoning bylaws that set forth the allowed zoning districts, dimensional, parking and other requirements applicable to medical marijuana treatment centers and their related uses, whichever occurs first.

Tewksbury Planning Board

Motion: The Finance Committee deferred to the Planning Board

The Planning Board motioned to adopt Article 22

Vote: Article 22 was Adopted by a Unanimous Vote

(2/3 required)

7:34 PM

10/1/13

**Executive Summary:** The passage of the law for the Humanitarian Medical Use of Marijuana on November 6, 2012 by the voters of the Commonwealth did not provide the Town with adequate time to evaluate the impacts of the law. This moratorium will allow the Town of Tewksbury the necessary time to evaluate the law and its impacts on public safety, public health, and zoning issues. Note, this is a zoning bylaw and not a health regulation.

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## ARTICLE 23

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by deleting Section 7300. Cluster Development in its entirety and amending Section 7500. Open Space Residential Design as shown below with additions to the bylaw underlined and deletions shown as a ~~strike through~~:

### **7500. OPEN SPACE RESIDENTIAL DESIGN (OSRD) SPECIAL PERMIT**

7510. The Planning Board may grant a Special Permit for an Open Space Residential Design (OSRD) in the: Residential Districts- R40, ~~R80~~ and Farming.

### **7520. PURPOSE AND INTENT**

The Purposes for OSRD are the following:

- a. To further the goals and policies of the Town of Tewksbury's Master Plan;
- b. To allow for greater flexibility and creativity in the design of residential subdivision developments;
- c. To encourage the ~~permanent~~ preservation of open space, agricultural land, forestry land, wildlife habitat, other natural resources including aquifers, waterbodies and wetlands, and historical resources in a manner that is consistent with Tewksbury's Master Plan;
- d. To encourage a more creative and thoughtful approach to efficient form of land development that decreases burden on municipal economy, minimizes disturbance and loss of ~~consumes less undeveloped~~ open space ~~land~~ and utilizes and incorporates ~~conforms to~~ existing topography and natural features of the land to achieve a more environmentally sound design better than with a conventional subdivision approach;
- ~~d. To further the goals and policies of the Town of Tewksbury's Master Plan;~~
- e. To control suburban sprawl and maintain the character of the Town ~~increase environmental protection,~~ by conserving open space, scenic areas, views, streams, increasing recreational opportunities and other community assets;
- f. To promote efficiency and economy of street and utility layout; lessening storm run-off, erosion and sedimentation ~~normally associated with more conventional patterns of residential development;~~ retain natural drainage courses and wetlands; and in general promoting the health, safety, convenience and welfare of residential areas and of the Town of Tewksbury as a whole;
- g. To encourage development in harmony with the natural area, out of view from the road, and promote alternatives construction methods to typical strip residential developments lining roadsides in the Town.

### **7530. ELIGIBILITY**

7531. To be eligible for consideration as an OSRD:

- a. The tract shall be located in the Residential Districts: R40 and ~~R80~~, and Farming,
- b. The minimum tract area shall be three (3) acres.
- c. The tract shall consist of a parcel or set of contiguous parcels.

7532. Housing Types

- a. Housing Units shall be Single Family detached units.
- b. No common wall or multi- family structures shall be allowed.

### **7540. SPECIAL PERMIT REQUIRED**

The Planning Board may authorize an OSRD pursuant to the grant of a Special Permit. Such special permits shall be acted upon in accordance with the following provisions:

#### 7541. PRE-APPLICATION

a. Conference.

The applicant is very strongly encouraged to request a pre-application review at a regular business meeting of the Planning Board.

The purpose of a pre-application review is to minimize the applicant's costs of engineering and other technical experts, and to commence negotiations with the Planning Board at the earliest possible stage

in the development. At the pre-application review, the applicant may outline the proposed OSRD, seek preliminary feedback from the Planning Board and/or its technical experts, and set a timetable for submittal of a formal application.

b. The Planning Board shall adopt rules and regulations relative to the size, form, number and contents of the plans to be submitted for a pre-application review.

#### 7542. DESIGN PROCESS

At the time of the application for a Special Permit for OSRD in conformance with 7544. SITE SPECIFIC DESIGN STANDARDS, applicants are required to demonstrate to the Planning Board that the following Design Process was performed by a certified Landscape Architect and considered in determining the layout of proposed streets, house lots, and open space.

a. Step One: Identifying Environmentally Sensitive ~~Conservation~~ Areas.

Identify Areas of concern. ~~preservation land~~.

1. ~~Primary-Protected land~~ Conservation Areas (such as wetlands, riverfront areas, and floodplains regulated by state or federal law); ~~and environmentally sensitive land areas~~ Secondary Conservation Areas (including unprotected elements of the natural landscape such as steep slopes, mature woodlands, prime farmland, meadows, wildlife habitats; and culturally significant features such as historic and archeological sites and scenic views) shall be identified and delineated as determined by the Conservation Commission, the Planning Board or the Department of Environmental Protection.

2. The Potentially Developable Area will be identified and delineated. To the maximum extent feasible, the Potentially Developable Area shall consist of land outside identified as environmentally sensitive ~~Primary and Secondary Conservation~~ Areas.

b. Step Two: Locating House Sites.

Locate the approximate sites of individual houses within the Potentially Developable Area and include the delineation of private yards and areas of shared amenities, so as to reflect an integrated community, with emphasis on consistency with the Town's historical development patterns.

c. Step Three: Aligning the Streets.

Align streets and driveways in order to access the house sites ~~lots~~.

Common Driveways may be allowed subject to the requirements of the Planning Board's Rules and Regulations.

d. Step Four: Lot Lines.

Establish lot lines for each of the individual parcels and open space.

#### 7543. PROCEDURES

a. Application.



An application for a Special Permit for an OSRD shall include a Sketch Plan as detailed below. The Planning Board shall adopt rules and regulations relative to the size, form, number and contents of the Sketch Plan.

1. Sketch Plan.

The Sketch Plan shall be prepared by a certified Landscape Architect, or by a multidisciplinary team of which one member must be a certified Landscape Architect, and shall address the general features of the land, give approximate configurations of the lots, locations and sizes (footprints) of the houses, examples and elevations of the home types, open space, and roadways, a description of the neighborhood in which the tract lies, including utilities and other public facilities, and the impact of the proposed plan upon them, and include the information listed under the Subdivision Rules and Regulations. The Sketch Plan shall be submitted in accordance to the requirements as set forth in the Planning Board's Rules and Regulations (7542.b.) The Sketch Plan shall incorporate the Four-Step Design Process, according to 7542 above, and the Design Standards according to 7544 below, when determining a proposed design for the development.

2. Relationship Between the OSRD Special Permit and OSRD Definitive Subdivision Plan

The issuance of an OSRD Special Permit allows the applicant to submit an Open Space Definitive Subdivision Plan to the Planning Board for approval under the Subdivision Control Law. Any OSRD Special Permit issued by the Planning Board shall specifically state that the Open Space Definitive Subdivision Plan shall substantially comply with the OSRD Special Permit.

An Open Space Definitive Subdivision Plan will be considered not to substantially comply with the OSRD Special Permit if the Planning Board determines that any of the following conditions exist:

- a. an increase in the number of building lots;
- b. a significant decrease in the open space acreage;
- c. a significant change in the lot layout;
- d. a significant change in the general development pattern which adversely affects natural landscape features and open space preservation;
- e. significant changes to the storm water management facilities; and/or,
- f. significant changes in the wastewater management systems.
- g. significant change or receipt of information which deviates from the information used as a basis for the approval of the OSRD Special Permit issued by the Planning Board.

If the Planning Board determines that the Open Space Definitive Subdivision Plan does not substantially comply with the OSRD Special Permit, the Board may disapprove the OSRD Definitive Subdivision Plan.

The Planning Board may conditionally approve an Open Space Definitive Subdivision Plan that does not substantially comply with the OSRD Special Permit. However, such conditional approval must identify where the plan does not substantially comply with the OSRD Special Permit and shall require that the OSRD Special Permit be amended to be in compliance with the significant changes identified by the Planning Board. The Planning Board shall also require that the applicant file an application to amend the OSRD Special Permit within a specified time period.

The public hearing on the application to amend the OSRD Special Permit shall be limited to the significant changes identified by the Planning Board in their conditional approval of the Open Space Definitive Subdivision Plan.

b. General Procedures.

Whenever an application for a OSRD Special Permit is filed with the Planning Board, with a copy filed forthwith with the Town Clerk, applicant shall also file, within five (5) working days of the filing of the completed application, additional copies to be provided according to the Planning Board's Rules

and Regulations, accompanying development plan of the entire parcel under consideration, prepared by a professional architect, engineer or landscape architect, and other documentation, to the Board of Health,

Conservation Commission, Building Inspector, Department of Public Works, Police Chief, Fire Chief, and Town Engineer for their consideration, review, and report. The applicant shall furnish the copies necessary to fulfill this requirement.

Reports from other boards and officials shall be submitted to the Planning Board within thirty-five (35) days of receipt of the reviewing party of all of the required materials; failure of these reviewing parties to make recommendations after having received copies of all such required materials shall be deemed a lack of opposition thereto.

In the event that the public hearing by the Planning Board is held prior to the expiration of the 35 day period, the Planning Board shall continue the public hearing to permit the formal submission of reports and recommendations within that 35 day period. The Decision/Findings of the Planning Board shall contain, in writing, an explanation for any departures from the recommendations of any reviewing party.

c. Site Visit.

Whether or not conducted during the pre-application stage, the Planning Board may conduct a site visit during the public hearing.

d. Other Information.

The submittals and permits of this section shall be in addition to any other requirements of the Subdivision Control Law or any other provisions of this Zoning Bylaw. To the extent permitted by law, the Planning Board shall coordinate the public hearing required for an application for a Special Permit for a OSRD with the public hearing required for approval of a Definitive Subdivision Plan.

#### 7544. SITE SPECIFIC DESIGN STANDARDS

a. Basic Maximum Number of Housing Units shall be determined by one of the following methods:

1. Determination of Yield Formula

The Basic Maximum Number shall be derived from the following calculation to determine the total number of lots (or dwelling units):

$$\text{Total Number of Lots} = \frac{\text{TA} - (0.5 \times \text{WA}) - (0.1 \times \text{TA})}{\text{Existing minimum lot area (1 acre)}}$$

TA = Total Area of Parcel (Acres)

WA = Wetlands and Riverfront Areas of Parcel (Acres)

The calculation of the number of Basic Maximum Number of Housing Units shall be rounded to the next whole number for units equal to 0.5 or greater.

OR:

2. Determination of Yield Plan

The Basic Maximum Number shall be derived from a Yield Plan. The Yield Plan shall show the maximum number of lots (or dwelling units) that could be placed upon the site under a conventional subdivision. The proponent shall have the burden of proof with regard to the Basic Maximum Number of lots (or dwelling units) resulting from the design and engineering specifications shown on the Yield Plan.

~~b. Affordable Housing Requirement.~~

~~An application for an Open Space Residential Design Special Permit shall be subject to the Affordable Housing Requirements of Section 7010 of the Town of Tewksbury Zoning Bylaws as follows:~~

~~—Ten Percent (10 %) Rate with matching Density Bonus:~~

Such application shall require that at least ten (10) percent of the total Dwelling Units be established as Affordable Housing Units (Section 7013.a) in perpetuity.

Total Dwelling Units shall mean the Basic Maximum Number from the Determination of Yield. Dwelling Units in addition to this number achieved through density bonus provisions (Section 7544.f.) of this bylaw shall not be subject to the ten (10)) percent requirement of this section.

The calculation of the number of affordable units shall be rounded to the next whole number for units equal to 0.5 or greater.

For each Affordable Housing Unit provided as required under this section, one market rate unit shall be added to the Basic Maximum Number of Dwelling units. This bonus unit shall not be subject to the Affordable Housing Requirement. (Reference Section 7014 a.1.)

—eb. Dimensional Requirements

Lots sizes may be reduced in area from the requirements of the Zoning Bylaws of the Town of Tewksbury according to the following schedule:

R40 and Farming Districts, 43,560 Sq.Ft. to 10,000 Sq. Ft.

R80 District, 2 acres to 10,000 Sq. Ft.

The Planning Board may waive lot size requirements when significant benefit relating to the Purpose and Intent of the OSRD Special Permit are found as determined by the Planning Board.

—dc. Flexible Frontage

1. The combined frontage of the lots of an Open Space Residential Design shall equal or exceed 50 feet for each lot created. *[For example, in an R40 development, to create a six-lot development, the combined frontage of the parcels must be a minimum of 300 feet, not to include frontage on existing public ways.]*
2. Provided that all other requirements of this bylaw are met, the minimum frontage required for individual lots within an Open Space Residential Design shall be 40 feet with the exception described in 7544.d.3.below. Each lot shall have adequate access on a public or private way which meets the standards in this Section.
3. To the extent feasible, protected open space shall be located adjacent to public ways. Any building lot which fronts on an existing public or private road shall have the frontage normally required in the zoning district.

—ed. Groups of House Lots and location of Open Space shall be determined per the requirements of the Planning Board's Rules and Regulations.

—f. Increases in Permissible Density

An increase in the Basic Maximum Number of Housing Units shall be allowed according to the following:

1. ~~For every additional one (1) dwelling unit, above the Basic Maximum Number and the Affordable Housing Requirement, Section 7544.b., restricted to an affordable housing unit in perpetuity, as defined in Section 7013.a. one (1) additional market rate dwelling unit may also be added as a density bonus; provided, however, each development shall be allowed one additional market rate unit for one additional Affordable Housing Unit above the Basic Maximum Number as a density bonus, or, a fifteen percent (15%) maximum density bonus over the Basic Maximum Number, whichever is greater.~~
2. ~~For each additional ten percent (10%) of the site (over and above the required fifty percent (50%)) set aside as open space, a bonus of five percent (5%) of the Basic Maximum Number may be awarded upon findings of significant benefit relating to the Purpose and Intent of the OSRD Special Permit are found as determined by the Planning Board, provided, however, that this density bonus shall not exceed fifteen percent (15%) of the Basic Maximum Number.~~



ge. Open Space Restriction:

1. A minimum of fifty percent (50%) of the development tract shall be Open Space.
2. No more than fifty percent (50%) of the designated open space may be comprised of wetlands, or land having an average grade greater than twenty-five percent (25%).
3. Wastewater and stormwater management systems serving the OSRD may be located within the open space.
4. Open Space Ownership of Open Space. ~~The Open Space land shall either be conveyed to the Town of Tewksbury and accepted by it for park, conservation or open space use, or be conveyed to a non-profit organization, the principal purpose of which is the conservation of open space. In any case, where such land is not conveyed to the Town of Tewksbury, a restriction enforceable by the Town of Tewksbury shall be recorded providing that such land shall be kept in its open and natural state and not built upon for residential use or developed for an accessory use except as provided for herein, such as wastewater and stormwater management systems serving the OSRD. In order to insure that the corporation, non-profit organization or trust will properly maintain the unsubdivided land or open space, an instrument(s) shall be recorded at the Middlesex North Registry of Deeds which shall provide as a minimum the requirements of Section 7371 through 7379 of this bylaw inclusive.~~  
At the applicant's request and approval of the Planning Board, the open space may be owned by:

- (a) A private owner for agricultural, horticultural, forestry or any other purpose not inconsistent with a prepared conservation restriction;
- (b) A non-profit organization or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of open space for any of the purposes set forth herein;
- (c) The Town of Tewksbury Conservation Commission; or
- (d) A homeowners association (HOA) with documentation that is provided by the applicant and reviewed and approved by Town Counsel and the Planning Board.

Selection of ownership option (a), (b) or (d) requires:

- i. The conveyance of a conservation restriction as outlined herein; and
- ii. The granting of an access easement over such land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land. Such easement shall provide that in the event the trust or other owner fails to maintain the open space in reasonable condition, the Town of Tewksbury may after notice to the lot owners and public hearing, enter upon such land to maintain it in order to prevent or abate a nuisance.

The cost of such maintenance by the Town of Tewksbury shall be assessed against the properties within the development and/or to the owner of the open space. Pursuant to G.L. Chapter 40 Section 58 the Town of Tewksbury may file a lien against the lot or lots to ensure payment for such maintenance. Pursuant to G.L. Chapter 40 Section 57 the Town of Tewksbury may also deny any application for, or revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.

5. Open Space Recording. In order to insure that the corporation, non-profit organization or trust will properly maintain the unsubdivided land or open space, an instrument(s) shall be recorded at the Middlesex North Registry of Deeds which shall provide as a minimum the following requirements:

- (a) A legal description of the unsubdivided land or open space;
- (b) A statement of the purposes for which the unsubdivided land or open space is intended to be used and the restrictions on its use and alienation;
- (c) The type and name of the corporation, non-profit organization, or trust which will own, manage and maintain the unsubdivided land or open space;

(d) Provision for the management, maintenance, operation improvement and repair of the unsubdivided land or open space and facilities therein, including provisions for obtaining and maintaining adequate insurance and levying and collecting from the dwelling owners common charges to pay for expenses associated with the subdivided land or open space, including real estate taxes. It shall be provided that common charges are to be allocated among the dwelling owners in proportion to their ownership or beneficial interests in the corporation, non-profit organization or trust, and that each dwelling owner's share of the common charge shall be a lien against his real estate in the cluster development, which shall have priority over all other liens with the exception of municipal liens and first mortgages of record;  
(e) The method by which such instrument(s) may be amended.

**7545. PUBLIC HEARING**

After the opportunity for review by other boards has taken place, the Planning Board shall hold a hearing under this section, in conformity with the provisions of G.L. Chapter 40A, S9 and of the zoning bylaw and regulations of the Planning Board.

**7546. DECISION OF THE PLANNING BOARD**

The Planning Board may grant a special permit for a OSRD if it determines that the proposed OSRD has less detrimental impact on the tract than a conventional development proposed for the tract, after considering the following factors:

- a. whether the OSRD furthers the goals and policies of the open space/ master plan.
- b. whether the OSRD achieves greater flexibility and creativity in the design of residential developments than a conventional subdivision plan;
- c. whether the OSRD promotes permanent preservation of open space, agricultural land forestry land, other natural resources including waterbodies and wetlands, and historical and archeological resources;
- ed. whether the OSRD promotes a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features better than a conventional subdivision;
- e whether the OSRD reduces the total amount of disturbance on the site;  
~~e. —~~
- f. whether the OSRD facilitates the construction and maintenance of streets, utilities, and public service in a more economical and efficient manner.
- g. whether the OSRD and its supporting narrative documentation complies with all sections of this zoning bylaw.
- h. whether the OSRD complies with the recommendations of the Department of Public Works, the Board of Health and the Conservation Commission.
- i. whether it appears that because of soil characteristics, drainage, traffic or other conditions , the granting of such a permit would be detrimental to the health, safety or welfare of the neighborhood or Town or inconsistent with the intent of the OSRD bylaw.

Planning Board

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to adopt Article 23

Vote: Article 23 was Adopted by a Unanimous Vote (2/3 required) 7:41 PM 10/1/13

**Executive Summary:** This article deletes the cluster subdivision section of the Zoning Bylaw and revises the Open Space Residential Design Section of the Zoning Bylaw. Revisions include deletion of the affordable housing requirement and the density bonus as well as updated language on ownership of the open space.

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## ARTICLE 24

To see if the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaw Section 8680 Community Village Overlay District by adding the following:

8684.3.o.	Retail food or drug store
8684.3.p.	Drive through facility

Planning Board

Motion: The Finance Committee deferred to the Planning Board  
The Planning Board motioned to adopt Article 22

Article 24 was Adopted 30 Yes/ 5 No (2/3 required=24)

7:45 PM

10/1/13

**Executive Summary:** Amendment allows for drive through facilities by Special Permit from the Planning Board in the Community Village Overlay District.

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## ARTICLE 25

To see if the Town of Tewksbury will vote to amend Section 8400 Interstate Overlay District of the Tewksbury Zoning Bylaw and the Town of Tewksbury Zoning Map 2013 as follows:

**Add to Section 8410 Location., a new subparagraph #3 as described below (underlined text):**

That portion of the Town of Tewksbury (a) situated within a one half ( $\frac{1}{2}$ ) mile radius of a circle, the radius point of which is the intersection of the Massachusetts Highway Department layout of Route Interstate Route 93 and Dascomb Road, in Andover.

That portion of the Town of Tewksbury situated within a one quarter ( $\frac{1}{4}$ ) mile radius of a circle, the radius point of which is the intersection of Massachusetts Highway Department layout of Route 38 (Main Street) and Interstate Route 495.

That portion of the Town of Tewksbury situated within a one half ( $\frac{1}{2}$ ) mile radius of a circle, the radius point of which is the intersection of Massachusetts Highway Department layout of Interstate Route 495 and Woburn Street, in Lowell, with frontage on Woburn Street, and extending 300 feet easterly of and parallel to the centerline of Woburn Street.

Richard Cuoco & Carl Crupi

Motion: The Finance Committee had no recommendation, deferred to the Planning Board  
Richard Cuoco, a sponsor of Article 25 motioned to Amend the Article  
The Planning Board motioned for Adoption of Article 25 as Amended

Vote: The Amendment was Adopted

7:48 PM

10/1/13

Article 25 was Adopted as Amended by a Unanimous Vote (2/3 required)

7:49 PM

10/1/13

### AMENDMENT:

Delete: with frontage on Woburn Street, and extending 300 feet easterly of and parallel to the centerline of Woburn Street.

Add: with the westerly side line of Woburn Street in Tewksbury



**ARTICLE 25 AS AMENDED:**

To see if the Town of Tewksbury will vote to amend Section 8400 Interstate Overlay District of the Tewksbury Zoning Bylaw and the Town of Tewksbury Zoning Map 2013 as follows:

**Add to Section 8410 Location., a new subparagraph #3 as described below (underlined text):**

1. That portion of the Town of Tewksbury (a) situated within a one half ( $\frac{1}{2}$ ) mile radius of a circle, the radius point of which is the intersection of the Massachusetts Highway Department layout of Route Interstate Route 93 and Dascomb Road, in Andover.
2. That portion of the Town of Tewksbury situated within a one quarter ( $\frac{1}{4}$ ) mile radius of a circle, the radius point of which is the intersection of Massachusetts Highway Department layout of Route 38 (Main Street) and Interstate Route 495.
3. That portion of the Town of Tewksbury situated within a one half ( $\frac{1}{2}$ ) mile radius of a circle, the radius point of which is the intersection of Massachusetts Highway Department layout of Interstate Route 495 and Woburn Street, in Lowell, with frontage on Woburn Street, with the westerly side line of Woburn Street in Tewksbury.

**Executive Summary:** Article would allow extend Interstate Overlay District to vicinity of Woburn Street exit of I-495. Interstate Overlay District is only allowed to be superimposed over Heavy Industrial District. The following additional uses shall also be allowed in the Interstate Overlay District upon the issuance of a Special Permit from the Planning Board: (a) Automotive Refueling Station and accessory uses incidental thereto; (b) Car Wash; and, (c) Garaging and Towing of Motor Vehicles; and, (d) Motor Vehicle Rental or Leasing Agencies, as an accessory use only.

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Finance Committee Chairman, David Aznavoorian motioned to Adjourn the October 1, 2013 Special Town Meeting Sine Die, and this motion was Adopted.

7:50 PM

10/1/13

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK

# Administration

*Board of Selectmen  
Administrative Services  
Parking Clerk*

*Town Manager  
Board of Registrars  
Town Clerk*

*Town Counsel  
Housing Authority  
Veteran's Services*

## Board of Selectmen

During 2013, the Board of Selectmen held regular meetings twice a month except for July and August when they met once a month. The Board addressed many issues such as the budget, recycling, notes and bonds, litigation, independent audit, collective bargaining issues.

The Board met with the State Delegation, Representative James Miceli, Representative Jim Lyons and Senator Barry Finegold. The Board also met with department heads, representatives from Nation Grid, Verizon and held hearings on liquor licenses, class auto licenses, and street acceptance.

Board Members continue to serve on other sub-committees such as the Green Committee, Economic Development Committee, Community Preservation Committee and Local Housing Partnership to name a few. New Committees were created this year in an effort to get more residents involved and attack some issues that could help improve the look and feel of our community (Economic Process Review, Town Center Master Plan, and Beautification).

The Board of Selectmen wishes to extend appreciation to all department heads, support staff and town employees for their commitment to serve the residents. The Board would like to take this opportunity to thank the men and women who serve the town as members of numerous appointed and elected boards and committees for their time and effort serving in these positions in town government.

For your convenience, the Selectmen's meeting and other town and committee meetings are televised on Channel 8 and 33.

### BOARD OF SELECTMEN

Scott Wilson, Chairman  
Douglas W. Sears, Vice Chairman  
James D. Wentworth, Clerk  
Todd R. Johnson  
David H. Gay

# Town Manager

This past year the Town continued to make needed improvements in many areas and services were to maintained at a high level for residents.

As in previous years Town Finances showed some improvement. Standard and Poor's reviewed the Town's Bond Rating and it was upgraded from at AA- to AA. As part of their rationale for the upgrade Standard and Poor's cited in their rating report the strong Tewksbury economy, strong budget flexibility and performance as well as the Town's management conditions being strong with good financial practices. The report further stated the stable outlook reflects the Town's improved financial performance and strong reserves. They caution rising fixed costs associated with the Town's long-term liabilities will pressure Tewksbury's budgetary performance in the medium term but in their view they believe management will make the necessary revenue and expenditure adjustments to maintain its balanced operating results and strong budget flexibility. This was a major accomplishment for the Town and it was validation that the financial policies and approach taken over the past few years have been working and should continue.

Looking forward to the next year, priority will be given to improving the appearance of the Community and economic development specifically Route 38. In an effort to assist in this area the Board of Selectmen formed five new Committees: The Bicycle and Pedestrian Advisory Committee, Economic Development Process Review Committee, Tewksbury Beautification Committee, and Town Center Master Plan Committee. Each committee has appointed members in place and their work is well underway to improve the Community.

One of the major projects in town is the Town Hall renovation. A conceptual plan was approved and design is near completion. The project will be bid in May of 2014 and the goal is for work to star in June 2014 and it should take 12-16 months to complete. In anticipation of the renovation The Board of Selectmen, Town Manager, Administrative Services and Town Clerk offices have temporarily moved to the Hardy-Pike House at 464 Main Street.

As always issues central to residents and businesses of the community will to be a priority. I will continue to hold neighborhood meetings as we successfully did this past year, to listen to the Community's concerns, and finding ways to address them. Improving services to residents and businesses is always an important aspect of our work as pubic officials and we look for new and innovative approaches every day. Hearing feedback from residents and business is extremely important to us. This past year we have become more involved with social media by starting a Facebook page (Town of Tewksbury) and utilizing twitter (@TownofTewksbury) as a source of disseminating information. The Police Department utilizes CODERED as well in order to update citizens of alerts by telephone, cellphone or text. To sign up for this free service and informative: <http://cne.coderedweb.com/Default.aspx?groupid=EBHWGJccHQoNDDzxhABs%2fQ%3d%3d>

Over the next year we plan to make improvements to the Town's website to make it more user friendly and to provide even more information and services.

I would like to thank the Board of Selectmen for their continued support as we made positive strides and improvement this past year. I would like to extend my appreciation to all Department Heads and their staff for their hard work and dedication to the Community. They did an outstanding job providing excellent service to the residents of the Community. Even though there are still many unmet needs they accomplished a great deal over the past year.

Respectfully Submitted,  
Richard A. Montuori  
Town Manager



# Town Counsel

## TOWN COUNSEL REPORT CHARLES J. ZAROULIS, ATTORNEY AT LAW

In 2013, Charles J. Zaroulis, Town Counsel, represented the Town of Tewksbury in litigation before the Middlesex Superior Court, the Land Court, Northeast Housing Court, and Lowell District Court.

Town Counsel's litigation schedule included thirteen (13) cases in Superior Court, one (1) case in the Land Court, two (2) cases in the Northeast Housing Court, and two (2) cases in the District Court.

The following significant cases, all of which were resolved in favor of the Town, are:

Town of Tewksbury Board of Health v. John D. Sullivan; Town of Tewksbury v. Sullivan Family Trust; Town of Tewksbury Building Department v. Forster; JD Realty v. Planning Board and Ocean State Jobs; and Neil Cluff v. Zoning Board of Appeals.

In addition to court hearings, Town Counsel appeared before various state agencies, prepared legal documents, contracts, deeds, leases, construction and contract specifications, easements, court pleadings, legal memoranda and opinions for various Departments, drafted bylaws and regulations, reviewed and drafted Town Meeting Articles, addressed conflict of interest issues, family suite applications, and made eminent domain land takings for utility improvements and street acceptances.

Town Counsel will continue his program of providing municipal law memoranda and training sessions, which address important and current issues of law and the interpretation of laws, for the various Boards, Committees, Commissions, and Departments.

Town Counsel thanks the Board of Selectmen, the Town Manager, the several Boards, Committees, Commissions, and Departments and their officers and employees for the excellent, continued co-operation again provided to him during the past year.

Charles J. Zaroulis, Town Counsel

# Administrative Services

OFFICE HOURS ARE MONDAY THROUGH FRIDAY 7:30AM – 3:30PM

Department Staff: Teresa Belanger, Administrative Services Assistant

The Administrative Services role concentrates on all aspects of Human Resources such as Employee Relations, Employee Benefits, Retiree Benefits, Occupational Injuries/Workers Compensation, Personnel Records, Recruiting, Family Medical Leave, Benefit Coordination, and Medical Cost Analysis.

## **Employee Services:**

Maintains all employee records including medical and separate employee records.

Maintains central data base for all town and school employees.

Maintains tracking records for all town employees' vacation, sick and personal days.

Coordinates all recruiting efforts including but not limited to job postings, interviews, candidate selection, reference checks, CORI checks and pre-employment physicals.

Maintains and updates all Town employee Job Descriptions.

Completes orientations with all new hires for the Town, notifies retirement board and payroll, benefit enrollment as necessary.

Maintains all new employee records in the Munis Financial Program.

Track and maintain all new Medicare Part D computer program.

Maintain all retiree pension deductions and notify retirement boards of upcoming changes in deductions.

Maintains occupational health records, coordinates and performs utilization reviews as needed.

Maintains all family medical records.

Coordinates all Family Medical Leaves (FMLA) for Town employees including correspondence with employee and physicians, completion of paperwork and tracking time out of work.

Maintains all HIPPA records.

Coordinates all Medicare/Medex benefits with employees who reach the age of 65.

Maintains all records related to the Massachusetts Healthcare Reform Bill and Affordable Care Act.

Coordinates COBRA benefits when necessary.

Maintain, track and process all direct benefit payments.

Processes all Unemployment Claims for Town and School.

Maintains all Civil Service Records.

Provides support to Personnel Relations Review Board (PRRB).

Coordinates MIIA Employee Assistance Program (EAP) Training

Maintains voluntary benefits with Aflac which include: Short Term Disability (STD), Life Insurance, Accident Benefits, Lump Sum Critical Illness Plan and Voluntary Indemnity plan for hospitalization.

Administer and track all aspects of the Senior Citizen Property Tax Work Off program.

Serve as Grievance Officer for Harassment/Sexual Harassment claims.

Coordinate yearly Flu Clinic

Respectfully,  
Richard A. Montuori  
Town Manager

# Board of Registrars

Denise Graffeo, Town Clerk

Frank Teague, Chairman

Edward Creamer

Ruth Teague

One of the major duties of the Board of Registrars is to conduct all voter registration sessions. Registrars are responsible for the voter registration process, for maintaining voter registration records, and for submitting certain records to the Secretary of State. Prior to any election or town meeting, the Board of Registrars conducts a special voter registration session; the date and time are published in advance in the local newspapers and cable TV.

Voter registration in Tewksbury has never been easier than it is today. Residents may register to vote in person at the Town Clerk's Office, Town Hall, 1009 Main Street, Monday – Friday from 7:30 AM to 4:30 PM. Or, you may request a mail-in voter registration form by phoning the Town Clerk's Office at 978-640-4355. Downloadable Voter Registration applications are now available online at the [State Elections Division](http://www.stateelections.com) website. Applications may be submitted in person or by mail. In addition, the state registries of motor vehicles, social service agencies and military recruitment offices provide voter registration services.

There are three (3) important lists the registrars are required to prepare: the annual street list, the annual card file of registered voters, and the registered voters list.

Certification of nomination papers, petitions, proposed town meeting articles, and applications for absentee voting are also the duty of the Registrars.

Information about absentee voting may be obtained by phoning the Town Clerk's Office at 640-4355 or on the Town Clerk page of the municipal website [www.tewksbury.info](http://www.tewksbury.info). Applications for absentee ballots may be obtained from the Town Clerk or the Office of the Secretary of State. Downloadable Absentee Ballot applications are now available online at the [State Elections Division](http://www.stateelections.com) website. Applications may be submitted in person or by mail.

## VOTING PRECINCTS

Effective December 20, 2011 the Board of Selectmen voted to re-locate Precincts 3 and 3A to the Lowell Assembly of God at 995 Andover Street, and Precincts 2 and 2A to the Tewksbury Recreation Center at 286 Livingston Street.

Precinct	Enrollment	Location	Address
Precinct 1	2534	Senior Center	175 Chandler St.
Precinct 1A	2786	Senior Center	175 Chandler St.
Precinct 2	2534	Recreation Center	286 Livingston St.
Precinct 2A	2400	Recreation Center	286 Livingston St.
Precinct 3	2911	Lowell Assembly of God	995 Andover St.
Precinct 3A	2693	Lowell Assembly of God	995 Andover St.
Precinct 4	2593	Library	300 Chandler St.
Precinct 4A	2654	Library	300 Chandler St.

Precinct	Conservative Party	Democratic	Reform	Green Rainbow	Libertarian	American Independent	Republican	Interdependent 3rd Party	Unenrolled	Grand Total
1	1	713		1	6	1	338		1474	2534
1A		753		2	5	2	352	1	1671	2786
2		700	1	1	8		271	2	1551	2534
2A		670		1	8	1	262		1458	2400
3		767		1	9	2	435		1697	2911
3A		655		4	9	2	338	4	1681	2693
4		761		3	2		289	1	1537	2593
4A		831		1	3		239	0	1580	2654
Grand Totals	1	5850	1	14	50	8	2524	8	12649	21105



# Housing Authority

This year the Tewksbury Housing Authority has added an additional 34 families to our wait list. Due to the limited number of family units, the Authority's family housing wait list remains closed for all non-emergency applicants. There were three vacancies this year in our family housing units. Our vacancy turnovers in 2013 for our elderly/disabled housing units totaled 19. New applicants added to the elderly/handicapped wait list were 190.

Our Robert Flucker Heights Federal Development had some renovations completed this year. New roof vents and plumbing exhaust vents were installed. Our Carnation Drive Development received a new fire alarm system, had additional parking spaces added for our growing community, as well as renovations to the Community Hall. Our Saunders Circle Development will be receiving new roofs the spring of 2014 and the Pondview Lane development will receive new siding on all buildings in the spring of 2014.

Applications for our Elderly, Family and Section 8 programs can be obtained at our main office located in back of the Community Building of our Saunders Circle Elderly Housing Development. Applications may also be obtained on the Town's website under the Housing Authority link located in the Boards and Committees tab. The Authority's office hours are from 8:00 A.M. to 4:30 P.M. Monday through Thursday and from 8:00 A.M. to 12:00 Noon on Fridays.

Tewksbury's 202 Elderly Supportive Housing Development is progressing. The development phase is currently underway. It is expected that construction will be complete by June of 2014. The project will provide an additional 32 units of elderly housing. There was One (1) Monitoring Agreement signed for Affordable Housing Trust developments and one (1) resale of an affordable unit on Orchard St.

I wish to thank all the Authority's residents for their cooperation this year while renovations and improvements to our developments were being completed. I also wish to thank my fellow Commissioners and the staff for their continued efforts afforded to the Authority throughout the year.

Respectfully submitted by:

Louise A. Gearty  
Chairwoman

# Parking Clerk

A hearing on any parking violation may be obtained upon the written request of the registered owner of the vehicle, as stated on the parking violation notice.

Year 2013 Fines collected and deposited with the Town Treasurer - \$ 17,502.40

Parking Ban (Overnight-Inclement Weather)

## **Town By-Law 8.24.010**

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street from 12:00 (Midnight) to 6:00 AM. This shall take effect on November First of each year and end on March Thirty-First. (A fine of \$25.00 will be imposed for a violation of this Section).

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street, day or night, when it is snowing or when icy conditions exist. (A fine of \$25.00 will be imposed for a violation of this Section).

Any vehicle, other than one acting in an emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street, may be removed or towed away, at the sole expense of the registered owner of said vehicle, under the authority and direction of the Superintendent of the Department of Public Works to a public garage or any convenient place. The Superintendent of the Department of Public Works shall within a reasonable time, notify the Chief of Police of the removal of any such vehicle and of the place to which it has been removed, and the Chief of Police shall give like notice to the registered owner of the vehicle.

Vehicles so towed away shall be stored in a safe place and restored to the registered owner thereof upon proper identification and full payment, to the Town or to the Keeper of the place of storage, for the expenses incurred in such removal and storage. Inquiries, about vehicles so towed away, shall be made at the Police Station. This allows easy and uninterrupted access for the fire, police, school buses, snowplows, sanders, and other emergency vehicles.

Effective January 2000 unauthorized parking in a designated handicap parking area will carry a violation fine of \$100.00 and parking in a fire lane will carry a violation fine of \$100.00.

Effective November 2006: Parking fines, Code # 1-12 increased to \$25.00 from \$10.00 and Code #13-19 increased to \$25.00 from \$15.00.

Parking tickets may now be paid on-line at [www.kelleyryan.com](http://www.kelleyryan.com)

Respectfully submitted,  
Denise Graffeo  
Town Clerk - Parking Clerk

# Town Clerk

**Denise Graffeo, Town Clerk** (Elected April 2011)  
Christine Cicero, Michele Sullivan, Deborah Winter

The Town Clerk holds office hours Monday-Friday 7:30 A.M. to 4:30 P.M.

## Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

## TOWN STATISTICS

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Population	29,367	30,077	30,309
Dog Licenses	2,395	2,277	2,081
Sporting Licenses	---	---	202

## FINANCIAL

	<u>1/1/13 – 12/31/13</u>	<u>1/1/12 – 12/31/12</u>	<u>1/1/11-12/31/11</u>
Misc. Fees to Treasurer	42,213.30	38,716.92	41,996.28
Dog Fees to Treasurer	44,045.00	41,828.00	37,255.00
Sporting Licenses to State	-----	-----	4,596.30
Marijuana Fines	1,300.00	600.00	500.00
Records Preservation (Revol	10,765.00	10,375.00	11,545.00
Parking Fines to Treasurer	17,502.40	17,187.40	20,433.40
Passport Fees	-----	-----	<u>1,225.00</u>
TOTAL	\$115,826.00	\$108,707.32	\$117,550.98

## VITAL STATISTICS

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Birth	219	247	237	253	273	275
Marriage	108	95	96	94	113	130
Death	328	277	347	269	302	255

Chapter 45, Section 15 of the Massachusetts General Laws: The Town Clerk will furnish blanks for the return of Births to parents, householders, physicians and registered hospital medical officers applying therefore.



# Veterans' Services

Senior Center  
175 Chandler Street  
OFFICE HOURS ARE MONDAY THROUGH FRIDAY  
7:30 AM - 4:00 PM

The Veterans' Services Department has again been active in helping the Town's Veterans. We have provided financial support to those Veterans needing assistance, including administrative support, interpreting and filling out the sometimes complex federal and state forms. In 2014, the Federal Government (VA) expanded veteran's benefits and medical services including; a wider range of prescription benefits. This greatly increased the number of Veterans applying for State and VA Hospital services.

I have represented the Town of Tewksbury at several functions including Memorial Day and Veterans' Day celebrations. On the state level, as a member of the MVSOA, I have worked hard to, get the Welcome Home Bill passed, expanded the definition of a Veteran and secured additional benefits for Veterans. As the Veterans' Service Officer, I attend monthly meetings of the American Legion, Disabled American Veterans and Veterans of Foreign Wars. This office has provided, to our Veterans, a book by the Secretary of the Commonwealth William F. Galvin, detailing Veterans' laws and benefits. The latest benefit is the bonus for the Afghanistan and Iraq War Veterans. All returning Town Veterans have been notified regarding this benefit and we have begun the process to attain this bonus for them.

The Department of Veterans Services continues to offer to the Veterans, dependents, or the widows, services in a wide range of categories; such as:

VA Pension & Compensation	Grave Markers
Hospitalization (in and out patient)	Social Security
Burial Allowance	Disability
Drug & Alcohol Treatment	Medicare Part D
Educational & Vocational Training	Retirement Matters
Copies of Discharges	Military Records

The Department of Veterans' Services does not stand alone in serving the Town's Veterans, but works with the other Veterans' and Fraternal Organizations within the Town. I would like to thank each organization and their members for all the time, effort and contributions they have given to the Town's Veterans. Special thanks should also go to the Town Manager, Board of Selectmen and other Town Departments for their help in making this a Town where the Veteran is well served.

I have worked with the Tewksbury Veterans' Council comprised of the American Legion, Disabled American Veterans, the Veterans of Foreign Wars as well as the Ladies Auxiliary on several occasions to ship "CARE Packages" overseas to our men and women serving our country.

Respectfully submitted,

James F. Williams  
Director, Veterans' Services

# Department of Public Works

The mission of the Tewksbury's Department of Public Works (DPW) is to support and enhance the quality of life for residents, businesses and visitors by providing services and solutions to maintain and upgrade the Town's infrastructure in the most efficient manner; to provide design, construction and maintenance solutions for roads, traffic and drainage systems, trees, sanitary sewers, water production and distribution in order to maximize benefits, convenience and safety to the public.

## Administration

The Administrative Division of the DPW oversees the daily operations of the department and is responsible for all long range infrastructures planning and budgeting. The administrative staff coordinate the department's daily activities, develop and manage the annual operating, capital improvement and capital equipment budgets for each division; prepare personnel and payroll records, process vendor invoices for payment, work with the Community Development Department issuing curb-cut, water, sewer and utility road opening permits. Administration staff also assists with the review of plans for proposed subdivisions to insure compliance with town by-laws, regulations and with DPW standards. The division prepares specifications and bid documents for the procurement of goods and services, equipment and construction contracts for all of the DPW divisions. Procurement of building services trades and maintenance of generators for all town-government facilities are conducted by the division. Hiring and training of staff, assisting in labor negotiations and managing labor agreement issues; as well as developing, implementing and enforcing departmental policies; coordinating administrative support for all divisions of the department while handling all public inquiries are responsibilities of the Administration Division.

The Administrative Division of the DPW is comprised of the Superintendent of Public Works, Assistant Superintendent, (1) one full-time and (1) part-time Administrative Secretary. DPW Administration staff continued their active role overseeing activities of the Park and Recreation staff, user groups and the maintenance of town facilities. The outsourcing of turf mowing responsibilities to private contractors for all recreation fields and town facilities has allowed the small force of in-house staff to address daily cleanup, the lining of sports fields and addressing requests and repairs as needed.

The DPW Administration has provided greater assistance to managers of town buildings in an effort to establish a more inclusive maintenance strategy for all town operated facilities. In 2013, trade contracts were bid to establish a single vendor for each of the trades: Electric, Plumbing, Mechanical/HVAC and generator maintenance. By doing so, accountability and quality of workmanship across departments and facilities, as well as, response to emergency situations can be better managed. As a liaison to the various town facilities, the Assistant Superintendent provided guidance and coordinated labor in addressing concerns at the Town Hall, Library and Senior Center.

## Engineering

The Engineering Division is staffed by the Town Engineer and two engineering Project Managers. As a team, the division provides analytical analyses and design, develops plans and specifications, estimates, manages, and provides coordination and construction support for the Department of Public Works (DPW). This includes design for roadway and utilities such as water, sewer, drainage and storm-water. The Engineering Division works closely with other Town boards and departments to assist with planning, conservation and traffic management review. Other services provided include right-of-way inspections, water and sewer service installation approval, Geographic Information System (GIS) map and water model updates, and technical support to Town Counsel for various legalities.

The Division's accomplishments for year 2013 were as follows;

- Roadway reconstruction with upgrades to drainage on River Road, East Street, North Street and Wolcott Road.
- Signalization design for the intersection of East Street, Dascomb Road and Shawsheen Street was completed. The designer for this intersection was TEC Engineering. The Massachusetts Department of Transportation (MassDOT) was scheduled to advertise the project on December 8, 2013, which has been postponed and we are currently waiting for a new advertising date, bid opening and the award of contractor for the project. Estimated construction is expected was to begin in spring/summer 2014.
- The DPW continued the Inflow and Infiltration (I/I) Assessment and Removal Program for the wastewater collection system. These remediation efforts have been primarily targeted on older sections of the collection system. Repairs have been made on sewer manhole structures with available funds. Approximately 113,760 gallons per day of unmetered water has been removed from the system. Past and future I/I investigation results assist in the development of the capital improvement



plan for further repair to be conducted over the next five years.

- Revised Sewer Regulations were adopted on March 1, 2013. The last revision was in 1984. Associated with the revision were the update of sewer construction standards.
- Continuing to maintain the Drain Layer's list for the approved contractors to work on utilities throughout the Town.
- Advancement has been made with the GIS for the Town with additional data of the Town's infrastructure.
- Assisting with administrative services for both catch basin repairs and cleaning projects. A total of 24 catch basins were repaired, 1,817 catch basins were cleaned and inspected this year.
- The East Street Water Main Replacement was completed. The project began at the Andover town line and continued to Maple Road resulting in approximately 8,000 linear feet of 8-inch asbestos pipe replaced with new 12-inch ductile iron pipe. The contractor working on this project was J.J. Phelan and Sons.
- The Engineering Division has been very involved with the planning and design for capping the land fill over by Sutton Brook off of South Street. The design is 100% complete. The project was bid and awarded to Charter Environmental and expected for construction during 2014.
- Assisted the Water and Sewer Division with completing the upgrades to the Florence Avenue pump station. There was a sewage grinder installed at this location during the summer of 2013.
- Hired consultant AECOM to develop Operations and Maintenance Manuals for all municipal owned facilities as well as a Stormwater Pollution Prevention Plan for the Department of Public Works. This included training municipal staff on the necessary tasks need for compliance with the Town's National Pollutants Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.
- MPH Environmental, Inc. has been hired to assist in the design for replacements of water main at three locations throughout town, Crest Road (approx. 1000 LF), Shawsheen Street between Kenneth Road and Main Street (approx. 1700 LF), and Main Street by Applebee's Restaurant to the connection of Clark Road (approx. 2200 LF).
- MassDOT has added the Mill Street Bridge Repairs to their project list. It is currently programmed for advertisement in 2017 on the Transportation Improvement Program (TIP).

In addition, the Engineering Division had the assistance of two senior citizens to help scan water service cards that will be included into our GIS water layer. The Division was lucky enough to benefit from the two seniors that were working on the tax work-off program. It was a great success and we hope to have the same opportunity in the upcoming years. The Division was also able to have a part time engineering intern for five months that assisted with daily activities within the group. All efforts and hard work was greatly appreciated.

There was a change in the engineering staff this year. Carlos Jaquez departed the group in May to further his advancements in his career. He was the Project Manager for the sewer expansion project and played an important role within the engineering group. The Department wishes him success in his future endeavors. In his leave, the Town was able to hire Dan Scott as the new Project Manager in the Engineering Division. Both his previous career experiences and education in engineering are a nice complement to the Division. We are looking forward to his contributions to the team.

Another personnel change that occurred just after the 1<sup>st</sup> of January 2014, was the departure of the Town Engineer, Michele Stein, who gave 8 years of service to the Town in the capacity of Project Manager, being promoted to Town Engineer in 2007. Her efforts advanced the upgrade of the utility and transportation system infrastructure including the sewer expansion project and upgrades to numerous pump stations; Colonial Water tank and East St. water-main installations; numerous drain and street reconstruction project's and traffic light installations, to name a few. Ms. Stein championed the storm-water program keeping the Town in compliance with EPA regulations.



# Highway/Forestry

The Highway/Forestry division staff was consolidated into a single division in 2009. Their activities through 2013 included assisting the Engineering Division with roadway reclamation and paving projects; repairing local roads, backfilling of the roadside shoulders, repairing potholes, paving driveway aprons, and installing asphalt berm. Other related street maintenance activities included street sweeping; street and traffic sign installation, reestablishing traffic pavement markings including school and pedestrian crosswalks, periodic jetting of drain lines and the cleaning of culverts and drainage ditches. The division also constructed storm water leaching basins to alleviate some street flooding in areas where no drainage system existed. When inclement and emergency-related weather events dictate, the division assumes more challenging duties addressing broken and downed trees and limbs resulting electric outages, downed wires and many safety concerns. Localized flooding challenged the limited number of crew members within the Highway/Forestry Division to address damages to both public and private property.

Staff levels fell to (4) division members during the later portion of the spring through the summer months. In the fall, (5) new employees were hired to bring staffing to previous levels. Although staffing is still less than the necessary complement to fully address all service efforts, the Highway/Forestry staff have worked hard to address and catch-up on a growing backlog of requests and tasks.

The skill and dedication of the DPW staff, while operating heavy duty trucks and other specialized equipment for long hours, are unique to the overall winter work operations. Pre-treating of roads with de-icing chemicals and plowing of streets, schools, sidewalks and municipal parking lots are completed to insure that all motorists and pedestrian traffic are safe while commuting in and around the Town of Tewksbury.

Lastly, catch basin cleaning operations, which had been suspended due to budgetary constraints, was restored. In 2013 over 1525 basins were cleaned and inspected. Although Federal and State regulation mandate on-going repairs and maintenance for the drainage system, the cleaning work was helpful in maintaining the function of the system, identifying basins that need to be repaired and drains lines needing flushing. As a follow-up 19 catch-basins were repaired. More attention is required to maintain the storm-water system where there are more than (3,000) basins in the drainage system, where impervious surface continues to increase.

Forestry related activities included the removal of hazardous tree conditions threatening public and private properties resulting in (18) trees removed by the town and (12) trees being removed by National Grid as part of National Grid's Hazard Tree Mitigation Program to assistance local towns. In addition, the cutting of (20) lane miles at (65) locations of roadside brush along the Town's right-of-ways helped to improve vehicular safety and sight-lines. Finally, the recycling of Christmas trees was added to the town compost operation.

## Fleet Maintenance

The Fleet Maintenance Division, consisting of (4) staff members, is responsible for service and repairs to maintain DPW/Water/Sewer equipment and rolling stock. DPW mechanics' also maintain other department vehicles including (35) Police Division vehicles. In 2013, the Fleet Division began maintaining Park and smaller Fire Dept vehicles. In addition staff also perform preventative maintenance activities and inspect larger Fire Dept trucks, which are contracted through a 3<sup>rd</sup>-party by the Fire Dept for repairs. Also various small engine equipment (lawn mowers, snow blowers, leaf blowers, generators etc.) are maintained by the Fleet Maintenance Division. The Division insures all registrations and inspections are current; maintains insurance and MaDOT records; processes and manages the submittal, collection of insurance claims and ensures repairs are made and updates carrier records on an annual basis.

The division orders and maintains the Town's gas and diesel fuel depot including all records of usage for various town divisions; maintains the facility to comply with all aspects of Department of Environmental Protection (DEP) requirements (Stage 2). In 2013 the all funding for fuels and maintenance activities used by Police, Fire, Park and DPW were consolidated into the DPW budget.

The division staff reviews Public Works equipment inventory annually and makes recommendations for replacement within the capital budget. In calendar year 2013 the DPW purchased (1) 3/4-ton, 4-wheel drive pickup truck and specified and ordered a new 5-ton dump truck w/sander and plow.

# Water Distribution/Sewer Collection

The Water and Sewer Division, with a staff of (9) full time employees comprising of (1) Water/Sewer Division Supervisor, (1) Crew Leader for water distribution, (1) Crew Leader for sewer collection, (1) Special Heavy Motor Equipment Operator and (4) Heavy Motor Equipment Operators are responsible for ensuring the integrity of the water distribution and sewer collection systems. The water distribution system includes over (170) miles of water mains, more than 10,000 water services, approximately 1,500 fire hydrants and thousands of water main valves throughout the piping network. This division is also responsible for maintaining the Town's sewer infrastructure consisting of more than 180 miles of gravity and forced (pressure) sewer mains. With the completion of the sewer construction project, November 2009, the Town currently has (47) active sewerage pumping stations throughout the Town directing sewerage to the Lowell Waste Water Treatment Plant.

The year 2013, once again was a very active year for our Water/Sewer Division employees who put in long hours with their normal work hours and overtime repairing water main breaks, water service leaks, sewer breaks, and sewer backups along with their normally assigned responsibilities. Some of these duties consist of numerous water service repair calls, low pressure checks, fire hydrant repairs, fire hydrant replacements, repairing and replacing water meters, hot topping streets after water service and water main breaks, checking, cleaning and maintaining our forty seven (47) sewerage pumping stations on a daily basis, checking and at times flushing the sewer lines throughout town, repairing sewer manholes, responding to and clearing sewerage backups due to grease and soap build-up, and numerous other jobs performed by the employees not mentioned above.

New Badger water meters and MTU units are all but installed in a few locations; all commercial and municipal buildings have been completed. These new water meters are able to send signals via airwaves to collectors and repeaters situated all around Town in various locations which will then transmit the data to Computer Services at the Town Hall Annex Building and then to the water billing office computer. The new water meter replacement project took approximately four (4) years to complete. Staff also assist private contractors with water service shutoffs if the meter valve(s) do not shutoff properly.

In the fall of 2013, the water main replacement project on East Street, from Shawsheen Street to Maple Street, upgrading an older 6" inch and 8" inch water main to a 12" inch ductile iron water main was completed in the early summer of 2013. In addition, a portion of the Carter St. water main was replaced due to the number of water-breaks in this area. All residential and commercial water service lines were replaced to the property line. The project has brought significant fire protection to the East Street and Shawsheen Street intersection area prior to and in anticipation of roadway reconstruction and construction of a new traffic signal at Shawsheen, East streets and Dascomb Rd.

Throughout 2012 and 2013 weather patterns and storms have caused power outages and high flow levels within pump station facilities. During these conditions staff must alternate the hook up of emergency portable power generators to all the sewerage pump stations without power (30) by attaching electrical cables to the control panels. Staff pump down the water in the station's wet-well to a safe a level. Once all the pump stations affected are pumped down they begin the routine over again until normal power is restored.

In the spring of 2013, the Town installed grinder equipment in the Florence Ave. pump station in South Tewksbury due the heavy and destructive flushing of foreign materials from household and commercial properties in the area. These materials include cloth wipes, dental floss, hygiene products, rubber gloves, clothing, plastics, etc. The flushing of these materials has created a significant and ongoing problem, which has been experienced at all of the 47 sewer pumping stations in town. Although packaging advertises these products as "Flushable", they are not and have the potential to cause sewer system backups into homes. The only things that should be flushed down toilets are human waste and toilet paper.

The Water/Sewer Division also puts in long hours assisting the Highway/Tree Division with sanding, salting and snow removal during the winter months, flooding, downed trees and other projects requiring our assistance all year long.



# Water Filtration

The Tewksbury Water Treatment Plant is a full conventional treatment facility, specifically designed to treat water from the Merrimack River. The plant is capable of treating up to seven (7) million gallons a day and the Town can store up to a total of seven (7) million gallons of water in three (3) storage tanks. In 2013, the plant pumped 894.9 million gallons of water. This is an average of 2.45 million gallons per day with a peak usage of 4.562 million gallons (on 7/1/13) during the hot summer months.

- Residential use of water was 565.8 million gallons (63%) which resulted in a Residential Gallons per Capita Day usage of: 53.0 gallons per person per day.
- Industrial usage this year was 125.9 million gallons or about 14 %.
- Municipal usage topped out at: 50.0 million gallons which includes 16.0 million gallons used for the annual flushing program to clean all the pipes in the water system.

The original facility was built in 1988 and went online June 5th. Our first daily production was 0.9 million gallons. Our facility now process over 3 million gallons a day during the same period of time or more than 300% increase. As the plant enters its 25th year of operation, the Town has completed a comprehensive Engineering Evaluation (performed by AECOM of Wakefield) in order to ascertain what parts of the facility are in need of replacement and/or upgrades; and to ensure our treatment process meets pending Environmental Protection Agency (EPA) regulation changes. In addition, due to incompatibility and violation of local regulations, the City of Lowell will no longer act as our back-up for our sludge drying facility. So we are now in the process of investigating methods to increase reliability of our sludge drying facility and increasing our sludge storage. Once again this will be handled by AECOM of Wakefield.

Under the category of normal "wear and tear" we continue to address equipment issues as they occur. In 2013 a new compact submersible mixer was added to the sludge storage tank. This device is a high flow mixer and performs the same duty as the original mixer while using 1/5 the electrical power and at half the cost. Other issues that were addressed concerned the use of re-activated carbon in our filter beds. Our first side by side trial indicated no difference in using the re-activated carbon vs. virgin activated carbon. Along with several other facilities on the Merrimack River also trying this material all have had good reports. In the process, the plant's spent carbon is hauled back to an NSF certified facility and reactivated. It is stored in a specified location until we call for a replacement. Then our original carbon (now cleaned and re-activated) is returned for use again. This proven process, which has been in use for over ten years, will both save valuable resources and will save over \$40,000 per year in carbon replacement cost.

"Is my water tested?" is a commonly asked question. As a requirement of MaDEP our entire process is tested every four hours. The process is also monitored by 22 analytical online devices generating hundreds of thousands of numbers each year. A sophisticated computer network assists in the "number crunching" to generate monthly reports which are sent to MaDEP each month. In addition, samples for bacteria, phosphate and fluoride are processed by our State certified laboratory as part of our mandated quality control program. On a quarterly basis other types of analysis are performed to guarantee that the water users of Tewksbury are getting water that meets and exceeds EPA and MaDEP quality standards.

Most importantly, we would like to recognize and thank two employees, who spent their working careers with the Town of Tewksbury Department of Public Works and were leaders within the department: George DeRoche (Water/Sewer Supervisor) and William Chandler (Highway/Forestry Supervisor). Each had numerous accomplishments, over their 78 years of combined service that will continue to enhance the quality of life for town residents. Their dedication and commitment will be sorely missed by the employees and residents of Tewksbury. Thank you both

Thank You,

The employees of the Department of Public Works have done an exceptional job in serving this community considering the workload that is assigned to them, the need for their response during emergency conditions at all times of the day or night, all year long as the demand for service grows given the expanding infrastructure. It is through their tireless efforts and dedication that the mission of our organization can be achieved.



# Community Activities

*Library Trustees*

*Council on Aging  
Historical Commission*

*Recycling Committee*

## Library Trustees



Board of Library Trustees, 2013  
Joseph Frank, Chairperson  
Robert Homeyer  
Paige Impink

Patrick Joyce  
Patricia Pino  
Eugene Walsh

**Mission and Vision of the Tewksbury Public Library:**

*The public library of Tewksbury seeks to provide the Town's residents with a wide variety of materials, resources and services. Our vision is to empower Tewksbury's residents by developing, promoting, and delivering lifelong learning opportunities and to culturally enrich the entire community. We endeavor to combine traditional roles of providing a quality book collection and customer service oriented atmosphere, with current technological advances in the retrieval of information.*

In short, we want to help you transform your life! That's a tall order, but together we can achieve this!

Due to continued economic hardship, the library applied for its seventh consecutive waiver from the MA Board of Library Commissioners in October. Our funding grew a bit, thanks to the support and belief in the value of the library to the residents of Tewksbury shown by our Town Manager and Finance Committee. We are still not able to buy the variety and amount of materials that the community needs, but this forward growth is appreciated. It is projected that 2014 will continue to be economically challenging to the Town and the Library, and another small increase is anticipated. Library staff members, Trustees and Friends of the Library are committed to providing the best library service possible to Tewksbury residents.

The Friends of the Tewksbury Public Library deserve special notice this year for their support of the Library. In 2013, the Friends committed to increasing the amount of Adopt-a-Book private donations they received from those who support and love the Library. As a result, the Friends were able to donate a few thousand dollars to support the Library's book budget. In fact, if they had not done this, the Library would have been unable to meet its obligations for materials expenditures by the state, and would have been unable to apply for the waiver we need to allow all Tewksbury residents to borrow from other libraries in the Merrimack Valley. The staff and Trustees thank the Friends of the Tewksbury Public Library for their generous support in 2013.

Library staff members continued to provide services that reflect the needs of our community. One hundred authors spoke at the Library in 2013 and our Job Seekers Seminars continued to grow. We were so pleased to hear that two of the attendees got jobs and they credited the seminars, in part, for helping them! Interest in eBooks continued to rise as more people received eReaders as gifts. The Library staff presented weekly "Device Advice" trainings for residents who wanted help using their new eReaders and who wanted to learn to use the Library's eBook collection with their eReaders or their smart phones.

Children's services continue to grow. There continue to be many parents and caregivers who realize the importance of language, story and song for their little ones and attendance continues to be high for our baby and toddler story times. In addition, the Children's Department saw a need and integrated math and science into their existing story classes and created new classes for children who want to explore science and math. While our focus remains on supporting reading and literacy learning, adding science and math is a wonderful addition to the literacy services we provide.

The Trustees and staff congratulate one of our Library Clerks, Jill Connolly, for achieving her Master's Degree in Library Science this year! Ms. Connolly worked full time and took her graduate classes at night and on weekends—a tough job and one that was well done! The Library also saw one of our long-time staff members retire this year. Joanne Toppin worked in a variety of capacities throughout the Library in the seventeen years she worked with us. The Trustees thank her for her contributions to the Library and we were sorry to see her retire. We do know that she is enjoying retirement and she is still an active member of the Library Book Discussion group. Danielle Driscoll was hired after Ms. Toppin left. Michael Deshler, our former custodian, took a job with the Department of Public Works and so left the Library's employ. Shortly after, the Library hired Joseph Fiumara as our Building Maintenance and Custodian.

Many people are unaware of the variety of collections and services the Library provides. In some ways, this is not your grandmother's library. In addition to online services like resume building software, online college-level classes and digital books and audio books, we offer a mobile website with a new, easier to use online catalog. The addition of Blu-Ray DVDs complements the latest feature films, TV shows and foreign films we offer. We also have a robust offering of in-person classes, lectures and performances. The Tewksbury Library has something for everyone and we embrace technology that will make your lives easier. However, you and your grandmother will still recognize the shelves of fiction, nonfiction, children's and teen books available, magazines and newspapers to enjoy and quiet places to contemplate, study or work that characterize the traditional library. Library Trustees and staff members are committed to continual improvement of the collections and services to residents because we know that the Library is an important place in Tewksbury to gather, find information and learn. Thank you for your support.

The Library worked with the fledgling Public Events and Celebrations Committee to host the 2013 Town Tree Lighting. Through the efforts of the Department of Public Works, the Tewksbury Police Department, the Tewksbury Health Department, the Library staff and many volunteers, an afternoon of family events was scheduled, including a visit from Santa and Mrs. Claus and lighting a twenty foot tall evergreen that was installed on the Library grounds facing the corner of Main and Chandler Streets. Though the day was cold, hundreds of people attended the event which was moved from Town Hall due to the impending historic renovation that will take place in 2014.

Although the Library facility is only thirteen years old, it is beginning to show wear and a number of updates need to be made. For example, one of the hot water heaters burst and needed to be replaced this year. Fortunately, the water and flooding was noticed quickly enough to prevent more damage to the carpet and technology housed in the closet nearby. The carpeting must be replaced throughout the building, the walls need repainting, and the grounds need refreshment. The HVAC systems require more maintenance and troubleshooting as they age. These updates must be planned and funding allocated.

As noted above, The Trustees thank the Friends of the Tewksbury Public Library for their funding support for the large variety of lectures, classes and performances that the Library is able to offer for the community. Without their fundraising efforts and generosity, the frequency and scope of Library events would not be possible. Please support these hard-working people who work tirelessly for us by becoming a member of the Friends or shopping at The Friendly Little Bookstore! The Library also relies on a wonderful group of teen and adult volunteers to shelve books, clean the library, and help during the summer reading programs. Without these dedicated volunteers, library service would be diminished and we would miss the energy and smiling faces these people bring to our Library every week!

The Trustees thank the library staff for their excellent service:

<b>Director:</b>	Diane Giarrusso
<b>Executive Secretary:</b>	Mary Toombs
<b>Librarians:</b>	Noelle Boc, Children's Services Robert Hayes, Technical Services Cindy Grove, Reference Services
<b>Library Associate:</b>	Rachel Steele, Circulation Supervisor
<b>Specialists:</b>	Amy Martin, Children's Services Joyce Salvato, Technology
<b>Clerical Assistants:</b>	Jeannine Briley    Gail Holland Jennifer Burke    Helen Mooney Jill Connolly    Joanne Toppin, retired Danielle Driscoll, hired to replace Toppin
<b>Maintenance:</b>	Michael Deshler, transferred to another Town Department Joseph Fiumara, hired to replace Deshler

#### **Library Hours for 2013:**

Monday – Wednesday    10 a.m. to 8 p.m.  
Thursday – Friday        10 a.m. to 5 p.m.  
Saturday                    9 a.m. to 5 p.m.  
Closed Saturdays in June, July and August.  
Closed Sundays

<b>Important 2013 Statistics:</b>	
Size of Physical Collection: 96,530 items	Number of Items Borrowed: 245,439
Size of Digital Collection: 6,323	Number of Digital Items Borrowed: 7,310
Classes/Events Offered: 500	Attendance at Classes/Events: 17,607
Number of Online Databases Purchased: 7	Staff Size in FTE's: 15

### Value of Library Services:

Here's a new way to look at library activity, based on the return on the Town's investment to the Tewksbury Public Library. For every tax dollar allocated to the library in FY2013, residents received over \$5.50 in library service in return.

Calculate the Value of Services Used at Your Local Library with MLA's Online Spread Sheet			
Please input in the leftmost column the number of times you or your family have used the library services described below to learn how much it would have cost to purchase these services at estimated retail values.			
Input Your Quantity of Use	Library Services FY13 Tewksbury Public Library	Retail Value (average)	Value of Services
149129	Books Borrowed	\$15.00	\$2,236,935
5312	Ebooks	\$8.00	\$42,496
3304	Magazines Borrowed	\$5.00	\$16,520
4160	Newspapers browsed (minimum)	\$9.50	\$39,520
63930	DVDs Borrowed (e.g., Blockbuster)	\$4.00	\$255,720
6570	Audio Books Borrowed	\$40.00	\$262,800
11731	Music CDs borrowed	\$9.95	\$116,723
1998	Downloadable Audio	\$14.95	\$29,870
1951	Museum Passes Borrowed	\$30.00	\$58,530
54158	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,353,950
2300	Meeting Room Use per Hour	\$25.00	\$57,500
257	Auditorium Use per Event	\$250.00	\$64,250
3192	Adult Programs Attended	\$15.00	\$47,880
14415	Children's Programs Attended	\$7.00	\$100,905
22620	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$271,440
3896	Online Magazine or Newspaper	\$2.00	\$7,792
32682	Reference Questions Asked	\$7.00	\$228,774
	<b>Total Value</b>		<b>\$5,191,606</b>
<b>Total Municipal Appropriation in FY13</b>			<b>923,325</b>
<b>Value of Library Service per dollar appropriated</b>			<b>\$ 5.62</b>
Copyright Massachusetts Library Association (MLA) 2008			
Information acquired from FY13 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records			

DG 9/2013

SLJ Average Book Prices 2013

Digital Book World Average ebook prices

*Respectfully Submitted,*

*Joseph Frank, Chairperson*

*Diane Giarrusso, Library Director*



# Council On Aging

The Council on Aging, its staff and its many volunteers continued their efforts in providing both a productive and enriched program of activities at the Senior Center. The department has held numerous education seminars, has sought to identify elderly needs and develop programs, has provided activities and services as well as community involvement opportunities whereby availing our elders the tools for an independent, healthy and rich quality of life. As people live longer, it is hoped that the services offered at the Senior Center will help them to stay healthy and adjust to the changes awaiting them.

Health programs offered during the year were: 18 weekly exercise and dance classes for both men and women; and, weekly diet workshop and TOPS gatherings. Health seminars were held such as: "Returning Home After Surgery"; "DE-Cluttering Your Home and Life"; Chronic Obstructive Pulmonary Disease (COPD); Elder Substance Abuse; Replacement Surgery; and, a monthly Diabetes Academy session conducted by an RN. Elder Services of the Merrimack Valley (ESMV) conducted Memory Testing and two 6 week series on "Powerful Tools for Caregivers". It should be noted that our Sr. Clerk Secretary has been trained and is now a certified instructor for the Powerful Tools for Caregivers program. AARP held a Drivers Course for those over 50; and, the Board of Health (BOH) and COA held a very successful Health Fair. The Lowell Visiting Nurse Association and the BOH conducted weekly blood pressure clinics and the Council held bi-monthly podiatry clinics serviced by Doctor Smith. ESMV also provides us with a SHINE Counselor every other week to advise Seniors on health coverage options. ESMV also initiated the Men's Group that meets every other week at the Senior Center throughout the year.

Some of the educational seminars held at the Senior Center were: a Medigap Insurance Series during the open enrollment period; and, a series whereby local banks discussed the bank offerings.. The MS Support Group held numerous seminars on coping with Multiple Sclerosis and new advances in medicine. Several inter-generational programs were held between our elders and the youth of the town. There was also a lecture done by Next Step Utilities on conserving energy.

The Council staff assisted Seniors in applying for CTI Fuel Assistance from August to April; and, our AARP Tax Assistants completed tax returns for our Seniors from February through April. A group of our seniors were trained by MEMA as hosts of an emergency site in the event of a minor nuclear meltdown at the Seabrook power plant.

Art programs offered weekly were: oil painting; pastels; stained glass; jewelry making; Japanese Bunka embroidery class series held quarterly; traditional embroidery; wood carving; 2 quilting classes; crafts; Swinging Senior Chorus; Silvertones Swing Band; and, the Sons of Italy holds Italian classes. The Friends of the Elderly hosted several shows at the Center such as: The Three Tenors; A Tribute to Rod Stuart; and, The Blues Brothers...the latter being funded in part by the Tewksbury Arts Council and Massachusetts Cultural Council.

Throughout the year the Silvertones and the Friends of the Elderly held monthly dances. Through the Friends, the Seniors held breakfast benefits, yard sales, mini craft fairs, cribbage tournaments, an art show and day trips each month. Other organizations utilizing the Senior Center and offering additional programs to the public during the year were the: Tewksbury Piecemakers (Quilters); Tewksbury Garden Club; Red Hat Carnation Belles; Golden Age Club; and, Historical Society. The Police Department held a wonderful "Night Out Against Crime" at the Senior Center which had a great turn out and featured a classic car show.

The Police Department also held RAD (self-defense) training at the Center for those students soon to attend college. Our Police Safety Officer, Jenny Welch, along with the COA, BOH and Fire Department held meetings and have begun to plan and establish a Town TRIAD to reach, educate and provide services for our elderly population. Town Committees such as the Green Committee, Planning Board, MV Watershed Committee, Town Manager, and Community Development also used the Senior Center for meetings and forums during the year.

This past year the Senior Center became the temporary host site for the Veteran Agent Office; and, is the host site for the Merrimack Valley Nutrition Program for its Tewksbury Meals on Wheels and congregate meals programs.

The Shawsheen Regional Technological High completed the first phase construction of a wood working building doing a great job. It is hoped that the electrical portion of the project will be completed in the Spring of 2014 by the Tech Students and Instructor.

As you can see the Senior Center is a pretty busy place. The Senior Center is open weekdays from 7:30 AM and 4:30 PM and on numerous nights and weekends for special events. It is an oasis of activity seeing a daily average of 225 people per day. The Senior Center COA staff is composed of two administrative staff members and a maintenance person; plus, the BOH staff of 4 and the Veteran's Agent. There are over 100 Senior Volunteers that help in the supervision and operations of the programs and activities and a dedicated volunteer staff that man our Snooti Patooti Gift Shop and our Upscale Consignment Shop. It should be noted that the proceeds from the two shops are deposited into the Town COA Revolving Account and support all the programs, activities and the purchase of maintenance and office supplies. Through the Friends of the Elderly & its volunteers our flower beds, shrubs and healing garden areas are maintained and make for a picturesque and tranquil place to visit.

A very special and appreciative “THANK YOU” is extended to all our Volunteers for they are the backbone of our successes; and, to all the Town Departments and Organizations that help in our endeavors and add to the enrichment of the Tewksbury Senior Center.

Council on Aging Members:

Rose McKenna, Chairperson  
Lorene Patch, Vice Chairperson  
Paul McNaught, Treasurer  
Joan Unger, Clerk  
Ellen “Peg” Keefe  
Marie Durgan  
Dee Kerr  
Mark Wood  
Warren Lane  
Joel Deputat

Council on Aging Staff:

Linda Ricardo-Brabant, Director  
Janice Conole, Senior Clerk Secretary  
Robert Noel, Building Maintenance Person

Senior Center Hours:

Monday-Friday 7:30 AM to 4:30 PM  
Open Evenings & Weekends for Special Events  
Tel: 978-640-4482  
Fax: 978-640-4483  
E-Mail: lbrabant@tewwksbury-ma.gov

Council on Aging Alternate Member:

Virginia Desmond

# Tewksbury Recycling Committee (TRC)

The Recycling Committee continues to Educate and inform the public of ways to Reduce, Reuse & Recycle here in Tewksbury. We have maintained a consistent recycling percentage to the previous year. We applaud those that continue to recycle in the Town.

## **Zero Waste Day 2013**

Our 5<sup>th</sup> Annual Zero Waste Day was held on 9/21/13 at the Wynn Middle School. The public once again responded greatly to this opportunity to donate used but still valued items to various charities. An estimated 26+ tons of potential waste was diverted from our waste stream and put to good use as a result of this event. Zero Waste Day 2014 will be held on Saturday, September 27th, 2014 at the Wynn Middle School from 9:00 AM to 1:00 PM and we encourage all to participate!

## **Scholarship Awards**

Two \$ 750.00 scholarships were awarded to Kimberly Brekalis and Jenna Webb as graduating seniors, in the name of the Tewksbury Recycling Committee and Republic Services. All Tewksbury seniors are eligible for our yearly scholarship, regardless of where they attend high school. Applications can be found in the High School Guidance Department and at: [www.tewksbury.info](http://www.tewksbury.info). Deadline for applications is April 1<sup>st</sup>, 2014.

## **Recycling in Schools**

The *Paper Retriever* continues to thrive in both our school system and the Town itself. All schools participate and generate modest income from this program.

The benefit to the Town is the reduction of tipping fees that would correspond to the tonnage collected in these bins. We encourage all residents to drop off all newspapers, magazines, junk mail and any paper products for recycling at any of the schools in town.

**Got Books Bins:** *\*Note: This Company recently ceased doing business and is in the process of transferring our bins to a new company that will continue this endeavor.*

The four Got Books containers in Tewksbury continue to divert items from the Waste Stream and have collected tons of books, media and textiles. Once again, this is a way to recycle and reuse items while also reducing the tonnage/expense associated with the collected materials.

## **Library Information Center/TRC Website/Media**

The TRC website and information center continues to provide updated information and improved methods of dissemination of information. Our Committee has a Facebook page with which we update the followers with current information and Events. Our thanks to Jeanine Tamboli for helping to keep our website current.

## **Newspaper Articles and The Patch on-line news**

The Committee periodically submits articles to local newspapers and on-line news sites to let the residents know what is going on concerning recycling and what is being done to promote it. We hope these articles have been informative.

## **Goodwill Industries Collection 2013**

Our first Household Goods drive was held on November 16<sup>th</sup>, 2013 at the Public Library. We had 68 participants donate items weighing over a Ton. Results of this initial drive lead us to believe that we could hold multiple successful events each year yielding a good outcome.

## **Budgetary Allowances**

The Committee purchased or supported:

- 1) Attendance at various workshops and seminars
- 2) Battery Recycling Program
- 3) Recycle tote bags to be used at various TRC events

## **Additional On-going Recycling in Town:**

### **Rechargeable/Recyclable Batteries**

Rechargeable batteries and button cell batteries can be dropped off at multiple locations throughout Tewksbury, including the library. All other batteries can be discarded in trash. Batteries are turned in for recycling and thus kept out of the waste stream.

### **Aluminum Tab Collection**



The TRC is collecting pull-tabs from aluminum cans. They can be turned in at the TRC station at the library. These items are then donated to the Shriners.

**Current Projects under Construction:**

- 1) Continued update of TRC website, Information Station & Facebook Page
- 2) Planning and involvement in Zero Waste Day 2014
- 3) Planned joint venture with Goodwill Industries for local collection in 2014

On behalf of the Recycling Committee, I would like to take this opportunity to thank the members of the Recycling Committee for their dedication and hard work and the Committee would like to thank the residents of Tewksbury who take the time to recycle and urge other residents to participate in this worthwhile program.

*Loretta Ryan*

Chairperson: Tewksbury Recycling Committee

# Historical Commission

The Tewksbury Historical Commission is established by Massachusetts General Laws as accepted by Town Meeting. Its duties are directed toward the purpose of "preservation, protection, and development of the historical or archeological assets" of the town of Tewksbury, as well as safeguarding and promoting appreciation of Tewksbury's heritage.

In June, 2013, Keith Rauseo did not seek re-appointment with the Commission. Keith was a member and vice chairman for many years and led the Commission as its Chairman following the resignation of Atty. James Gaffney at the end of 2012. Keith's passion, energy, and expertise contributed greatly to the Commission's work and will be greatly missed.

In 2013 the Commission fulfilled its responsibilities under the town's Demolition Delay By-Law, reviewing 22 applications for demolition permits. The Commission held public hearings for two of these, the Hiram and Sarah Littlefield House at 256 Main Street, and the Jonas Clark House at 20 Fiske Street, and did not impose the 270 day delay for either.

In 2013 the Commission worked with the Community Preservation Commission to ensure the proposed plans for the renovation of the Tewksbury Town Hall met the requirements for the preservation of historically significant buildings as defined by State law. The Commission met in October to review the proposed plans and gave its approval by unanimous vote.

The Commission typically meets on the third Monday of alternate months in the Trustees Room of the Public Library. The Commission welcomed two new members in 2013: Tewksbury native Michael Hurton and Robert Hunter both joined in July. The Board of Selectmen is the appointing authority for the Commission, and as of this writing there is one open position. If you have interest in helping preserve Tewksbury historic heritage, please submit an application at the Selectmen's office.

## TEWKSBURY HISTORICAL SOCIETY SUPPLEMENT

The Commission coordinates activities with the Tewksbury Historical Society, a non-profit corporation which has grown to more than one hundred and twenty five members. The following supplement was submitted by the Society:

*The Tewksbury Historical Society has regular membership meetings which are always open to members of the public. Regular exhibits are held throughout the year in the Local History Room of the Tewksbury Library to display Tewksbury history. The Tewksbury Historical Society is the official repository for Tewksbury artifacts and photographs in Tewksbury. The public may view these photographs of Tewksbury's past at the Local History Room every Tuesday from 3:30 to 5:30pm. We can help you solve history questions about Tewksbury history.*

*Visitors and members are encouraged to donate items of Tewksbury history for preservation. These will be used to exhibit Tewksbury history. The Society is a non-profit (501C3) organization. Donations made to the Society are tax deductible. You may reach us by mail at: Tewksbury Historical Society, P.O.Box 522, Tewksbury MA 01876 or by emailing us at [tewksburyhistoricalsociety@msn.com](mailto:tewksburyhistoricalsociety@msn.com). Our websites are [www.tewksburyhistoricalsociety.org](http://www.tewksburyhistoricalsociety.org) or [www.tewksburyhistoricalsociety.com](http://www.tewksburyhistoricalsociety.com)". Phone contacts are Sandra Mouser at 978 851 4966 or Dave Marcus at 978 388 7262. Society has scheduled a number of tours and events for the year which can be found on the website.*

The Historical Commission would also appreciate information about preservation issues, including any historical or archeological asset which may be threatened or unknown to us. Contact information for Commission members is below.

Respectfully Submitted,

THE TEWKSBURY HISTORICAL COMMISSION

William J. Wyatt, Chairman <a href="mailto:wjwyatt01@comcast.net">wjwyatt01@comcast.net</a> (978) 640-0658	Thomas Churchill <a href="mailto:t.churchill@comcast.net">t.churchill@comcast.net</a> (978) 640-6927
Warren Carey <a href="mailto:lizwarrencarey@gmail.com">lizwarrencarey@gmail.com</a> (978) 851-9165	Michael Hurton <a href="mailto:Mike.Hurton@gmail.com">Mike.Hurton@gmail.com</a> (978) 851-2431
Eileen McDonagh, Secretary (978) 851-6076	Robert Hunter (978) 851-6875

# Safety

## Fire Department

2013 was a busy year for the Tewksbury Fire Department, responding to a total of 7,009 incidents. Building fires accounted for 16 of the 110 responses to fire. Cooking fires continue to be the leading cause of fire in the home setting. 3,010 calls for ambulance service were answered, 39 of which were for lift assists. An additional 99 lift assists were performed by engine company personnel.

The Department now consists of 54 sworn fire officers and firefighters and one civilian administrative secretary. Four fulltime firefighter positions were added in 2013 to help the Department fulfill its mission and reduce overtime costs by not replacing the first member on a shift that is out due to contractually obligated time off, training, illness, or injury. Firefighter Joseph Gillis retired in 2013 and firefighters Marc Bourdon, Timothy B. Sheehan, Jr., Daniel Kasprzak, Daniel Morneault, and Brian Adams were hired. The new hires will attend an intensive nine-week recruit training program at the Massachusetts Firefighting Academy, as scheduling permits, in 2014. The average age and years of service with the Department is 44 and 17 respectively. Our fire officers have an average of 25 years of service with the Department.

The members of the Tewksbury Fire Department respond in a very efficient and professional manner throughout the year. In Tewksbury, line personnel are assigned to an engine company, an ambulance, or serve as the officer in charge of one of the four working shifts. The Fire Chief, Deputy Chief, and one civilian secretary make up the administrative day shift. The Deputy Chief is the Fire Prevention Officer responsible for conducting commercial plan reviews and inspections and for addressing target hazard issues within the community. He also supports firefighter and community education efforts with regard to fire and life safety issues. Engine companies support fire prevention efforts by performing residential plan reviews, oil burner and smoke detector inspections, residential propane installation inspections, and quarterly daycare, hospital, and school inspections. The officer in charge, a captain also known as the shift commander, conducts mobile tank inspections and underground storage tank removal inspections. The captain is also responsible for monitoring all commercial fire alarm and sprinkler work permits being exercised on any given day.

The Town is broken down into three response districts with fire stations located in the Center, North, and South. Each station has one engine company with a lieutenant and two firefighters assigned. In addition to the engine company in the Center Station, two cross-trained firefighter/EMTs staff a primary BLS ambulance and a captain is assigned to oversee the on duty force. At the North Station, the two firefighters assigned to the engine company also staff a secondary BLS ambulance when the primary ambulance is already committed to a call. This leaves that engine company temporarily out of service if a second medical call comes in; however, the fire lieutenant left behind moves to an emergency response SUV should he be needed at another incident. An unmanned aerial ladder truck and a heavy rescue are housed at the Center Station along with a light brush truck. A normal response to a medical emergency would send the nearest engine company and the primary ambulance. A normal response to a house fire would send the two closest engine companies directly to the fire scene along with the shift commander and the primary ambulance, if available. The third engine would respond to the Center Station to staff the ladder truck and await response instructions from the shift commander. This model has proved operationally effective and cost efficient for the majority of the community's response needs. Mutual aid and off-duty members are called in when incidents exceed the on duty crew's capability. Mutual aid is a concept that has been utilized by the fire service to help every city and town deal with those unusual incidents that a community cannot handle on its own.

The spirit of cooperation and mutual aid proved critical to our community in October when two of our three frontline fire engines were unexpectedly taken out of service during a State safety inspection. The Town of Wilmington Fire Department provided a reserve engine to our Department for long-term use while our options were being assessed. The City of Lowell and Towns of Billerica and Andover Fire Departments also offered their assistance. Our spare engine, Engine 4, was placed in fulltime service along with the borrowed Wilmington engine. Pending the replacement of Engines 2 and 3, the Department will not have a backup structural firefighting engine. The members of the Tewksbury Fire Department did an outstanding job acclimating to the changes in equipment and continue to do so during the numerous vehicle changeovers that occur to accommodate vehicle maintenance and repairs.

This year, the Fire Department began sending apparatus and vehicles to the DPW for routine maintenance; a practice that has not taken place in over 30 years. Through the support of Town Manager Richard Montuori, the Board of Selectmen, the Finance Committee, DPW Superintendent Brian Gilbert, and Town Meeting several positions were added to the DPW's Fleet Maintenance Division. One of the positions added was to address public safety vehicle needs. Traditionally the preventative



maintenance performed on our apparatus was done by outside vendors. Bringing this work in-house will yield cost savings to the Town and a more comprehensive and robust preventative maintenance program. Outside vendors will still be used for repairs and independent testing and certification. Resolving apparatus and building needs will be a top priority in 2014.

An important function of any fire department is to prevent the occurrence of situations that produce injury, death, destruction of property, or negatively impact our environment. We try to accomplish this through public education and fire prevention programs. In 2013 the Department received a State S.A.F.E. Grant for the education of school age children in the area of fire and life safety. In 2014 our fire prevention program will expand to include the Senior SAFE Program giving us the opportunity to continue the success of the S.A.F.E. Program by increasing fire safety awareness for older adults in the community because people over 65 are most at risk of dying in fires in our state. The 2013 grant funds provided for National Fire Prevention Week activities in October which included a Fire Station Open House and a presence at several safety fairs at local businesses. We are very fortunate to have a dedicated staff of firefighters and community volunteers that participate in these and other fire and life safety based programs throughout the year.

The Tewksbury Firefighters, Local 1647, continues to sponsor a File of Life Program. This program will provide Tewksbury residents who have a significant medical history the opportunity to compile this information in a readily accessible and standardized format. To participate in this program please call (978) 640-4410 and ask to receive the File of Life; its free to you or your family members and it works!

#### **FIRE DEPARTMENT ROSTER – December 31, 2013**

		Year of Hire
<b>FIRE CHIEF:</b>	Michael Hazel	1988
<b>DEPUTY CHIEF:</b>	Albert Vasas	1989
<b>CAPTAINS:</b>	James Bruce	1995
	Michael Callahan	1989
	Michael Sitar, Jr.	1982
	Jon Viscione	1985
<b>LIEUTENANTS:</b>	William Brothers	1997
	Robert Calistro	1998
	David Carney	1995
	James Giasullo	1988
Jeffrey Giasullo	1995	
	Donald Greer	1986
	Paul Guttadauro	1994
	Brian Hurley	1989
	Scott Keddie	1987
	Gary Kerr	1988
	Russell McGlaufflin	1989
	Timothy Niven	1985

<b>FIREFIGHTERS:</b>	Brian Adams	2013
	Scott Austin	2003
	Marc Bourdon	2013
	Patrick Brothers	1995
	Joseph Dogherty	1986
	Patrick Doherty	1997
	Todd Elliott	2006
	Oscar Forero	1985
	James Fitzpatrick	2011
	Joseph Fortunato	2001
	John Fowler	2004
	David Giasullo	2012
	Michael Giasullo	2011
	Joseph Gillis	1997*
	William Gosse	1998
	Richard Hamm	1987
	Timothy Holden	1994
	David Karlberg	2001
	Daniel Kasprzak	2013
	Joseph Kearns	1995
	Robert Keddie	2011
	David Levy, Jr.	1997
	Robert Little	1984
	Brian Mackey	2009
	Christina Merrill	2003
	Michael Merrill	2004
	Daniel Morneault	2013
	Thomas Murphy	2004
	Stephen Powers	1982
	Alan Rosemond	1989
	Kenneth Sandberg	2003
	Daniel Sawicki	2004
	Timothy Sheehan, Jr.	2013
	Daniel Sitar	1987
	Daniel Small	1988
	Steven Spencer	2002
	Daniel Yost	2004
<b>SECRETARY:</b>	Susan Burns	2002
<b>*RETIRED:</b>	Joseph Gillis	2013

# Police Department

The Tewksbury Police Department provides for the safety and security of our community through the judicious enforcement of the laws of the Commonwealth of Massachusetts, the Town by-laws, the Constitution of the United States of America, and through crime prevention education and community programs. All personnel are truly dedicated to the Department's mission of providing these services with the highest degree of professionalism, honesty, integrity, and character. Every member of our Department is devoted to providing the highest quality of public service with respect, honor, fairness, pride, compassion, and courage.

The Department is comprised of seventy two (71) extremely motivated employees, including fifty seven (57) sworn officers, nine (9) civilian dispatchers, and five (5) civilian administrative support personnel. The lion's share of the Department's resources is being expended on the prevention, response, and investigation of property crimes, traffic accidents and issues, drug and alcohol violations, and crimes of violence. Epidemic level drug dependency, alcohol abuse, employment shortages, and all of their residual problems associated with a failing economy are significantly impacting this community and driving the need for police services off the charts.

The total number of incidents logged in the Department's Computer Aided Dispatch Records Management System in 2013, which include calls-for service, motor vehicle stops, and all patrol initiated activities, is 61,526. Arrests have been steadily increasing by roughly ten (10) percent a year since 2008 and have reached 881 in 2013. In 2013, simple assaults are down by over fifty (50) percent, burglaries are down by over thirty (30) percent, thefts from a dwelling are down by over ten (10) percent, thefts from a vehicle are down by over twenty (20) percent, and shoplifting has increased by over ten (10) percent. Drug activity, arrests, and offenses have significantly increased by over thirty five (35) percent, while liquor law violations and drunkenness have increased by less than ten (10) percent from 2012 to 2013. Department personnel have responded to approximately nine hundred (900) motor vehicle accidents and have issued approximately forty seven hundred (4700) traffic citations in an effort to reduce traffic accidents, injuries, and fatalities and to improve the quality of life of the Town's residents. Officers have continued to embrace a "doing more with less attitude" and are responsible for 34,469 proactive building and area checks and 5,953 motor vehicle stops, in 2013, in an ongoing effort to reduce crime and the fear associated with it. I firmly believe the reductions in traffic accidents and property crimes are direct results of this hard work and dedication.

In addition to the daily proactive and reactive regiment being performed by the Dispatchers, Patrol Division, and Detectives in 2013, the Department has integrated increased levels of crime prevention education and community programs into our crime reduction strategy (mission). The Department has targeted all Town populations with various programs that include: R.A.D. (Rape Aggression Defense our newest program rolled out in the summer of 2013), radKIDS (which remains incorporated into the School Department curriculum), Opiate Awareness Week, Citizen Police Academy, National Night Out Against Crime, D.E.A. Drug Take-back Initiative, Operation Yellow Blitz, Operation Graduation, Neighborhood Watch, Safe Halloween, Child Safety Seat Checkpoints, Click-It or Ticket, Drive Sober or Get Pulled Over, Sobriety Checkpoint, Bike Helmet Rewards Program, and the P.A.L. Program. The Department continues to work in collaboration with all Town Departments to bring these and other necessary programs and services to our residents and business owners as it is recognized that everyone's help is needed in order to produce acceptable results in this rugged economic climate where staffing levels and funding would not otherwise allow for them.

I would be remiss if I did not mention and memorialize how supportive the Town Manager, the Board of Selectmen, the Finance Committee, and the residents of this fine community have been during my four year tenure as Chief of Police. The support has allowed us to improve our staffing budget to fifty seven (57) sworn positions after years of static staff funding and reductions from the fifty nine (59) sworn officers, ten (10) civilian dispatchers, and seven (7) civilian administrative support personnel that existed in 2001. The Manager and Board of Selectmen have acknowledged the workload increase on my personnel and the outstanding production by these highly dedicated professionals I consider myself lucky to lead. The valiant effort of my personnel to provide for the safety and security of those we have been sworn to protect has never wavered during this overwhelming tough economic period and I am grateful for that and the support we have received from our community. Our residents and local business owners have joined forces with us to keep the community safe. The cooperative effort of all those mentioned has made a difference.

Respectfully,

Chief Timothy B. Sheehan

Tewksbury Police Department FBINA239



# Police Department Roster

<b>Chief of Police:</b>	Timothy Sheehan	1987	<b>Patrol Officers:</b>	Kevin Reese	1989
				James Hollis	1995
<b>Deputy Chief of Police:</b>	John Voto	1996		Markus McMahon	2001
				Kimberly O'Keefe	2002
<b>Administrative Director:</b>	Matthew Small	1997		Arthur Piccolo	2002
				Eric Hanley	2002
<b>Lieutenants:</b>	James McKenna	1980		Chris Scott	2002
	Robert Stephens	1996		Karen Capuano	2003
	Scott Gaynor	1996		John Casey	2003
	James Williams	1996		Robert Bjorkgren	2003
	Thomas Casey	1999		Alysia Russo	2008
<b>Detective Lieutenant:</b>	Ryan Columbus	2000		Paul Nicosia	2008
				James Ryser	2008
<b>Sergeants:</b>	Robert Field	1996		David Miano	2010
	Timothy Kelly	1995		Michael Newcomb	2010
	Brian Warren	1988		Christopher Lefebvre	2010
	Mark Perry	1988		Edward Jackman	2011
	Chris Coviello	1989		Paul Morris	2011
	Steven Torres	2000		Christopher Byrne	2011
	Thomas Cooke	2002		David Duffy	2011
	Joseph Kelley	2004		Michael McLaughlin	2011
	Walter Jop III	2000		Michael Holmes	2012
	Patrick Harrington	2003		James Griffin	2012
				Michael Vasconcellos	2013
<b>Court Prosecutor:</b>	Brian Warren	1988		Kaitlin Sullivan	2013
<b>K-9 Officer:</b>	Albert Piccolo	1995	<b>Dispatch Supervisor:</b>	Edward Sullivan	1994
<b>Detectives:</b>	Michael Sheehan	1988	<b>Dispatchers:</b>	Garin Worth	1997
	Andre Gonzales	1995		Karen Poisson	1997
	Jessica Mulvey	1996		Kimberly Griffin	2001
	Peter Regan	2003		Jason McNamara	2008
	Douglas Pratt	2004		Matt Carapellucci	2008
	Dennis Peterson Jr.	2004		Joseph Newton	2010
	Brian Farnum	2004		Robert Joyce	2010
	Michael Donovan	2008		Jason Gage	2012
	Andrew Richardson	2011	<b>Reserve Dispatchers:</b>	Lauren Mackey	2005
<b>Narcotics Detectives:</b>	Brian O'Neill	2005		TJ Cooper	2004
	Patrick Connor	2010		William Tarpey	2010
				Colin Trelegan	2010
<b>Evidence Officer:</b>	Andre Gonzalez	1995		Erica Vozzella	2010
<b>Detective/Juvenile:</b>	Michael Sheehan	1988	<b>Executive Assistant:</b>	Alice Kennedy	1996
<b>School Resource Officer:</b>	Kathryn McLeod	1996	<b>Secretaries:</b>	Eileen Newton	1987
				Patricia Stotik	1995
<b>Safety Officer:</b>	Jennie Welch	2003	<b>Facility Maintenance:</b>	Jack Crowe	2006

**Reserve Police Officers:**

Matt Carapellucci  
Joseph Delucia  
Cindy Dicalogero  
Pat Doherty  
John Donoghue  
Deb Evans  
Joseph Fortunado  
Bob Fowler  
Lee Gath  
Phil Gath  
George Hazel  
Mark Hildebrand  
Rick Hopkinson  
Phil Hyde  
John Jarek  
Matthew Jarek  
Steve Kandrotas  
Scott Keddie  
Alice Kennedy  
Dave Levy Sr.  
John Lingiewicz  
Richard Lumsden  
Brian McCarthy  
Sharon McClafferty  
Jason McNamara  
Beverly Mosher  
Joseph Newton  
James O'Hare  
Steve Pelrine  
Karen Poisson  
John Powers  
Steve Powers  
William Schwalb  
Daniel Sitar  
Mark Tanguay  
Robert Westaway  
Jack Whitehouse  
Mark Wood

**Crime Statistics 2013**

Forcible Rape	24
Robbery	12
Assault Aggravated	139
Assault Simple	87
Assault Intimidation	69
Burglary/Breaking and Entering	78
Shoplifting	89
Theft from Building	72
Theft from Motor Vehicle	92
Theft of Motor Vehicle Parts	3
Thefts (all others)	245
Theft of Motor Vehicle	39
Counterfeiting/Forgery	72
False Pretense/Swindle/Confidence Game	99
Credit Card/Automatic Teller Fraud	29
Embezzlement	1
Destruction/Damage/Vandalism of Property	178
Drug/Narcotic Violations	165
Statutory Rape	14
Bad Checks	8
Disorderly Conduct	20
Driving Under the Influence	65
Drunkenness	131
Trespassing	7
Liquor Law Violations	29
All Other Offenses	572
Arrests	881
Citations	4724
Alarms	1002
Reports	2553
Building Checks	35469
Accidents	896
Call Volume	61526
Motor Vehicle Stops	5953

# School Department

*Superintendent of Schools*

*Scholarship & Education Fund  
Committees*

*General Information*

*Enrollment by Schools*

*School Roster*

*Shawsheen Valley Regional  
Vocational / Technical School  
District*

## Superintendent of Schools

### Introduction

The Tewksbury Public Schools serves students in grades preschool through grade 12. The district operates a preschool program, four elementary schools, an intermediate school, one middle school, and a comprehensive high school. In addition to the regular educational program, Tewksbury offers a full range of co-curricular and extra-curricular, extended summer learning opportunities, an extended day program, a full-time kindergarten for a fee, and an adult educational program.

The cooperation between the Town and the district has enabled the school to maintain curriculum and instruction services. Additionally, the infusion of one-time funds has led to the strengthening of our technology infrastructure, provided maintenance upgrades and enabled the district to pursue needed curricular and textbooks.

### Personnel

The process of change continues in the Tewksbury Public Schools. Assistant Superintendent of Instruction and Curriculum Patricia Lally resigned after ten years of serving the Tewksbury Public Schools. Dr. Lally was hired in 2003 as the Assistant Principal at Tewksbury Memorial High School and three years later she was appointed Principal of TMHS. Dr. Lally was instrumental in the planning and development of the *new* Tewksbury Memorial High School before moving into her role as Assistant Superintendent for Tewksbury Public Schools. Dr. Lally leaves Tewksbury to advance her career path as she assumes the position of Superintendent for Holbrook School District.

### Faculty and Staff

The following faculty members retired at the conclusion of the 2012-2013 school years:

- Sandra Bettencourt, Computer Teacher, at Tewksbury Memorial High School, after 27 years;
- Edward Cremins, Physics Teacher, at Tewksbury Memorial High School, after 15 years;
- Diane Davos, Elementary Teacher, Grade 3, at the Heath Brook School, after 20 years;
- Gale Durkin, Media Instructional Aide, at Tewksbury Memorial High School, after 21 years;
- Diane Slezak, Art Teacher, at the John F. Ryan Elementary School, after 19 years;
- Nadine Sutliff, Social Studies Teacher, at Tewksbury Memorial High School, after 20 years.

We offer our thanks and appreciation to all of our retirees. Their work has impacted countless children and has had a profound impact on the Tewksbury Public Schools. We wish them the best in their retirement.

### Curriculum and Assessment

The district's curriculum serves as a guide and helps teachers to plan their day-to-day instruction. The curriculum provides a clear description of how each area of study is organized and how it connects with what is taught in other subject areas and classes. It also provides direction on what is most important for students to learn.

Each subject area is reviewed on a regular, rotating basis to help ensure the district's curriculum remains current and effective, and that the intended curriculum is the curriculum which is embedded in the classroom. The two phases of the process are known as Program Design and Implementation & Monitor and Adjust.

*Program Design and Implementation* – There are several steps to complete in this phase of the curriculum-review process.



- An internal Subject Area Review Committee (SARC) collects and evaluates data to be used when the curriculum area enters the review process.
- A curriculum committee (SARC) comprised of district teachers, administrators, and the assistant superintendent solicits input from staff and the public. The Committee gathers research material, analyzes the subject area, and develops recommendations. Residents are given an opportunity to comment on the newly proposed curriculum material adoption. Early in the process, the Tewksbury School Committee also has an opportunity to provide input.
- The recommendations of the curriculum committee are presented to the superintendent.
- The recommendations of the superintendent are sent to the School Committee for review and approval.
- After Committee approval, curriculum guidelines are developed that identify the content and skills students should learn for each grade level.
- Professional development opportunities are provided for teachers to be trained to effectively implement the new curriculum and resources in their classrooms.

**Monitor and Adjust** - As teachers use the curriculum in this next phase of the process, they collect data about student performance to make sure the curriculum guidelines are having a positive impact on student achievement. If not, the guidelines are reviewed and adjusted. This information forms the foundation for the internal review teams when the curriculum begins the next review cycle.

This ongoing process ensures the curriculum stays relevant and effective. This year, the district has continued its adoption and implementation of a new Grade 7 & 8 mathematics series. Three new *Engineering is Elementary* science kits for grades 3 – 5 were adopted for implementation. Staff continues to develop district-wide curricula for consistency of implementation. At the high school level, a Subject Area Review Committee (SARC) has been created to develop a school-wide Response to Intervention initiative.

In addition, the district began its preparation of materials for the MA Department of Elementary and Secondary Education (DESE) Coordinated Program Review visitation. This visitation entails one part of the DESE's accountability system and oversees local compliance with education requirements in the following areas: Special Education, Civil Rights and Other General Education Requirements, and English Language Learner Education. In October 2013, the visitation team spent five days in the district reviewing the district's policies and procedures. We are awaiting the DESE's final report!

#### **Massachusetts Comprehensive Assessment System (MCAS)**

The results of the 2013 Massachusetts Comprehensive Assessment System (MCAS) revealed some encouraging data for our district. This year, the state classified the Louise Davy Trahan Elementary School as one of the state's highest performing, Level 1, schools. Once again, the Tewksbury Memorial High School was also classified as a Level 1 school. Across the district, the Advanced & Proficient aggregate scores exceeded the state in 14 of the 17 categories and matched the state score in one category. In addition, comparing student growth in Tewksbury to like districts, we rank in the top 20% for student growth in English Language Arts and in the top 10% for Mathematics. However, we continue to see that achievement data for our sub-group populations lag behind the aggregate in the tested content areas. In an effort to address these concerns, we continue to review and revise the service delivery models presently being utilized to service our sub-group populations. In addition, Subject Area Review Committees (SARCs) have been meeting to make certain that our present curriculum is aligned with the Common Core State Standards (CCSS) in both English Language Arts and Mathematics as well as to ensure that the format and content of the upcoming PARCC Assessment is consistent with the district's curriculum efforts.

#### **School Department Budget**

The budget for the 2012– 2013 school year was \$45,205,910 or an increase of \$1,371,336 (3.1%) as compared to the amount budgeted in the prior year. The composition of the budgeted increase for FY13 by major cost categories was as follows: Salary increased by 2.0%; Operating Costs increased by 7.4%; Capital Costs were flat; and Fixed Costs increased by 2.8%. Despite these ordinary increases to the budget, the school department was able to end the 2012 - 2013 year modestly favorable to budget while preserving staffing levels, maintaining school facilities, and continuing with services and programming at levels consistent with prior years. During the 2012 – 2013 year the school department received Federal & State Grant funding totaling \$1,196,775.

The budget for the 2013 – 2014 year was originally \$4,308,417, and then was increased at October 2013 Special Town meeting by \$400,000 to a revised total of \$46,708,417 or an increase of \$1,502,505 (3.3%) as compared to the prior year budget. The composition of the budgeted increase for FY14 by major cost categories is as follows: Salary increasing by 5.9%; Operating Costs decreasing by 4.7%; Capital Costs are flat; and Fixed Costs increasing by 8.6%. Federal & State Grant funding for the 2013 – 2014 year is \$1,191,625 representing a decrease of \$5,150 as compared to prior year. The School Committee as well as our School Administration is very confident that they can continue to maintain staffing levels and provide our students with a quality educational experience with this level of funding.

#### **John and Abigail Adams Scholarship**

The John and Abigail Adams Scholarship provides a tuition waiver for undergraduate education at the University of Massachusetts, the state colleges or community colleges. Students qualify for the scholarship when scoring in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test: by scoring in the Proficient or Advanced category in the second subject (Math or English Language Arts); and have a combined MCAS score on their assessments that ranks in the top 25% in their school district. Congratulations to the Tewksbury Memorial High School award recipients:

Joseph Abruzzi	Stephen DeFrancesco	Brandon Hibner	Chelsee Porcaro
Lindsey Andella	John Devito	Laurin Joseph	Rachel Pruyne
Sesen Aron	Kevin Dick	Kyle LeBlanc	Kelly Quigley
John Aylward	Daniel Donovan	Jacob Little	Adam Rekkbie
Bridget Blair	Emalee Dunbar	Michelle Lozowski	Amber Riddle
Meaghan Blaisdell	Rachel Eatherton	Megan MacKinnon	Mackenzie Ryan
Olivia Boudreau	Seanna Evangelista	Andrew Magnell	Jennifer Schultz
Janelle Bouzerdan	Ciara Fagan	Ron Mallach	Kylie Sedgwick
Mckenzie Bulger	Olivia Gallella	Rachael McCabe	Sara Semenza
Chloe Cameron	Allison Giles	John Melloni	Melanie Somerville
Andrew Carta	Haley Golini	Lindsey Monti	Rachel Stronach
Rachel Christie	Courtney Graffeo	Erin Morrissey	Rebecca Varghese
Veronica Consaul	Nicole Hamel	Brian Nguyen	Helen Woods
Matthew Corriveau	Nicholas Harvey	Dennis Ong	Kristina Yaing
Daniel Daley			

#### **School Committee Recognition**

The School Committee and Dr. O'Connor recognized Joseph Russell for his years of service on the Tewksbury School Committee. Mr. Russell volunteered on the School Committee for nine years demonstrating a commitment to improve the schools and the system as a whole. Mr. Russell served on the High School Building Committee leaving his fingerprints all over the new high school. Joe will be remembered for always having the best interest of our community and as an advocate for the children of Tewksbury. Brian Dick was nominated as the School Committee Chairman. Mr. Dick thanked Ms. Polimeno for her dedication and leadership over the past two years as the School Committee Chair. Mr. Dick welcomed Ms. Puccia to the School Committee and remarked that he looks forward to working with Ms. Puccia, Ms. Polimeno, Mr. Francis, and Mr. Cutelis. The School Committee has been working collaboratively with the Town Manager and all of the Town departments and offers to them many thanks for meeting the budget demands of Tewksbury Public Schools. As we look back over the past year we are reminded of the most important events of the 2013 school year with the opening of the new Tewksbury Memorial High School, signing of the Union contracts, and our focus on increasing student performance across the continuum.

#### **Student Services & Special Education**

This department includes programs and services that support each school in an effort to provide special education and related services to students with disabilities. Services focus on enhancing student achievement and post-secondary outcomes through implementation of curriculum activities for students, families, educators, administrators, and other stakeholders. Targeted areas for services and support include accessible materials, assistive technology, curriculum access and alignment, family engagement, least restrictive environment, positive behavior supports, and transition, to name a few. Additional services include ensuring compliance with federal and state regulations for special education, collecting and analyzing data on



education services and outcomes, providing guidance and oversight of the budgets for state and federal special education funds and grants, and coordinating dispute resolution requirements as required by state and federal regulations.

Legal mandates require public schools to ensure that all children with special needs receive services that allow them to access, participate and progress in public education. The regulatory laws require that if the public education setting is not sufficient for student learning, then we must provide and fund a private school for them to learn. Tewksbury Public Schools has made a strong commitment to create programs in our own schools. This practice is both educationally sound and fiscally responsible. When children are placed in separate settings, often referred to as out-of-district placements, they may be denied the academic benefits associated with more inclusive settings.

Our district continues to demonstrate a rate of increase for special education costs. Although our special education population and percentage of students receiving specialized instruction is stable, many of our children have more intensive needs that require programming and services that have a greater per pupil cost. These costs, however, have been relatively contained and the alternatives, such as out of district placements, are more costly. We continue to meet our obligation to all students receiving specialized instruction and/or related services by providing high quality, cost effective programs within our schools.

This past academic year (October 2013) the district underwent a Coordinated Program Review (CPR) for Special Education, which is conducted through the Massachusetts Department of Elementary and Secondary Education (DESE). The methods used in reviewing special education programs included: Self-Assessment Phase, Desk Review Phase, Onsite Verification Phase, Review of student records for special education, surveys of parents of students with disabilities, and observation of classrooms and other facilities. The Final Report will outline ratings for each compliance criterion that was reviewed. There were approximately 61 criteria measured and reviewed by CPR. Although the Final Report has not been released, the preliminary findings demonstrated that our district continues to support a favorable ratio of students to teachers, curriculum and instruction that is skills based and effective, supplementary supports for our disabled students and for teachers to ensure high performing learning environment, and classrooms that understand learning differences. The Final Report (CPR) should be released by DESE soon, and the report will be accessible to the community through the district's online website and through DESE.

#### **Summary – Superintendent**

I am honored and pleased to provide the citizens of Tewksbury an update on the progress of our public schools. This represents my fourth year as Superintendent of the Tewksbury Public Schools. I have enjoyed preparing this report as there is a tremendous amount of good news to share. Dedicated teachers, caring support staff, skilled administrators, supportive parents, engaged students, a wonderful community and a thoughtful School Committee comprise the Tewksbury Public Schools. The collective goal of this group is to ensure all our students receive a quality education.

I am looking forward to serving the community of Tewksbury for the next two years. It is an honor to work shoulder to shoulder with our teachers, students, parents, elected officials, municipal employees, and the School Committee who have routinely demonstrated to me they are committed to making a difference in our schools.

It is a privilege to work for a School Committee that demands of its employees and students excellence in the classroom, on the playing fields and in every venue which contributes to the growth and development of children.

I have had the honor and privilege of hiring Sheri-Lynn Matthews to fill the role of Business Manager for the Tewksbury Public Schools. Ms. Matthews joined the Tewksbury Public Schools on January 27, 2014; she is a welcomed addition to our administrator leadership team. I also have the pleasure to welcome Brenda Theriault-Regan to the role of Assistant Superintendent for Curriculum, Instruction and Assessment and Kristen Vogel, the new Principal of Tewksbury Memorial High School. Ms. Theriault-Regan and Ms. Vogel will begin in their positions on July 1, 2014. I, along with our new administrators, look forward to the challenges that lay ahead of us.

Again, I am honored to be your Superintendent of Schools.

John E. O'Connor, Ed.D.  
Superintendent of Schools



# Enrollment by Schools

## ENROLLMENT: BY SCHOOL AND BY GRADE

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG		TOTALS
NORTH ST					154	156											310
TRAHAN					119	152											271
DEWING	63	118	138	162													481
HEATH BROOK	8	132	127	119													386
RYAN							294	321									615
WYNN MIDDLE									338	356							694
MEMORIAL HIGH	14										276	247	238	217	7		985
TOTALS	85	250	265	281	273	308	294	321	338	356	276	247	238	217	7		3756
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP		

October 1, 2013

## **2012-2013 School Roster**

### **SCHOOL COMMITTEE**

<b>Krissy M. Polimeno</b>	<b>2013</b>
<b>Dennis G. Francis</b>	<b>2015</b>
<b>Joseph E. Russell</b>	<b>2013</b>
<b>Brian H. Dick</b>	<b>2014</b>
<b>James A. Cutelis</b>	<b>2015</b>

### **ADMINISTRATION**

**John E. O'Connor, Ed.D. - Superintendent of Schools**  
**Patricia A. Lally - Assistant Supt. Curriculum & Instruction**  
**Jeffrey D. Sands - Business Manager**  
**Richard Pelletier – Director of Student Services**  
**David Libby –Director of Transportation, Facilities & Data Processing**  
**Michele Rivera – Director of Human Resources**  
**DebraLee Mugford – Food Services**  
**John Lyons – Director of Extended & Community Education Services**

# Tewksbury Memorial High School

Brenda Theriault-Regan, Principal

Jason Stamp, Assistant Principal

M. Eileen Taylor Osborne, Assistant Principal

DEPARTMENT HEAD, HUMANITIES – <i>Brian Aylward</i>		
ENGLISH Andrew Bellistri John Byrnes Bryan Desjardins Brian Gouthro Lynne Hardacre Christine Mulligan Cynthia Peloquin Catherine Stack		SOCIAL STUDIES Brian Aylward Donna Boudreau-Hill Marc Demers Robert Doolan Peter Molloy Dustine Puma Thomas Ryan Nadine Sutliff
DEPARTMENT HEAD, MATHEMATIC, COMPUTER PROGRAMMING, BUSINESS, & ART <i>Shelli-An Ryan</i>		
MATHEMATICS Robert Brigida Thomas Carpenito Peter Fortunato Debra Glass Vikki Ireland	Mary Jo Kelleher Marybeth McGinn Kevin Muise Anne L. Rand Shelli-An Ryan	ART Jennifer Arnold Nicole LaPierre David Moffat  BUSINESS James Sullivan
DEPARTMENT HEAD, SCIENCE, TECHNOLOGY, FAMILY & CONSUMER SCIENCE, AND MUSIC <i>Susan Barnett</i>		
SCIENCE Susan Ampe Susan Barnett also Internship Coordinator Kelly Burishkin Edward Cremins Eamon Edgerton Janet Gordon James Pringle Nicole Saad Marie White		PC TECHNOLOGY Frances DeLucia Sandra Bettencourt Susan Sullivan  FAMILY & CONSUMER SCIENCE Nicole Smallidge MUSIC Andrew Walsh
LEAD TEACHER, FOREIGN LANGUAGE – <i>Paul Early</i>		
FOREIGN LANGUAGES Paul Early Kim Herrera Graca Dudley Joanne Meziane Enid Ortiz Florence Souza		
DEPARTMENT HEAD GUIDANCE <i>Karen Baker O'Brien</i>	ATHLETIC DIRECTOR AND FRESHMAN TRANSITION ADVISOR – <i>Brian Hickey</i>	
GUIDANCE David Harne Cecily Ann Markham Karen Baker O'Brien Kristina Sheahan	PHYSICAL EDUCATION Brandon Foye Patricia Ryser	HEALTH Karen Ferreira Denise Saindon Danielle Mayo
LIBRARIAN Mary Eldringhoff	MEDIA SPECIALIST Joseph Dermody	SECURITY MONITORS Leo DiRocco



# John W. Wynn Middle School

John Weir, Principal

Andrew Long, Assistant Principal

<p><u>TEAM 7A</u> – Sara Cowan, T.L.</p> <p><u>ENGLISH</u> Sara Cowan</p> <p><u>SOCIAL STUDIES</u> Roger Maxfield</p> <p><u>MATH</u> Amanda Webb</p> <p><u>SCIENCE</u> Cindy Abate-Upson</p>	<p><u>TEAM 7B</u> - Cathleen Bilodeau, T.L.</p> <p><u>ENGLISH</u> Jaclyn Murphy</p> <p><u>SOCIAL STUDIES</u> Dorothy Graaskamp</p> <p><u>MATH</u> Cathleen Bilodeau</p> <p><u>SCIENCE</u> Kathleen Connell</p>
<p><u>TEAM 7C</u> – Fran Rouff, T.L.</p> <p><u>ENGLISH</u> Kimberly Johnston</p> <p><u>SOCIAL STUDIES</u> Margaret Perkins</p> <p><u>MATH</u> David Bernstein</p> <p><u>SCIENCE</u> Francesca Rouff</p>	<p><u>TEAM 7D</u> – Kellyn Welch, T.L.</p> <p><u>ENGLISH</u> Kellyn Welch</p> <p><u>MATH</u> Ann Leedberg</p>
<p><u>TEAM 8A</u> –Carol Navetta, T.L.</p> <p><u>ENGLISH</u> Kate Nicholson</p> <p><u>SOCIAL STUDIES</u> William Fabiano</p> <p><u>MATH</u> Joanne Hession</p> <p><u>SCIENCE</u> Carol Navetta</p>	<p><u>TEAM 8B</u> –Kristina Rogers, T.L.</p> <p><u>ENGLISH</u> Keith Williams</p> <p><u>SOCIAL STUDIES</u> Christopher Gagnon</p> <p><u>MATH</u> Dannie Shao</p> <p><u>SCIENCE</u> Kristina Rogers</p>
<p><u>TEAM 8C</u> – Cheryl Witham, T.L.</p> <p><u>ENGLISH</u> Elaine Speros</p> <p><u>SOCIAL STUDIES</u> Cheryl Witham</p> <p><u>MATH</u> Greta Miller</p> <p><u>SCIENCE</u> Katherine Deveau</p>	<p><u>TEAM 8D</u> – Kellyn Welch, T.L.</p> <p><u>ENGLISH/SOCIAL STUDIES</u> Erin Caron</p> <p><u>MATH/ SCIENCE</u> Michael Gillespie</p>
<p><u>ART</u> Gail Hamilton</p> <p><u>MUSIC</u> Catherine Himmel</p> <p><u>INSTRUMENTAL MUSIC</u> Timothy Olevsky (Shared with Ryan School)</p> <p><u>HEALTH</u> Maura Dearing</p> <p>Ashley Sheehan</p> <p><u>WORLD LANGUAGES</u> FRENCH Susan Gagnon</p> <p>SPANISH Christine Welch</p> <p><u>SPED</u> – Elaine Cheng Sinclair, T.L. Laura Williams</p>	<p>INDUSTRIAL TECHNOLOGY Joseph Frank</p> <p><u>COMPUTERS/PHYSICAL EDUCATION</u> <u>COMPUTERS</u> Lisa Bailey</p> <p>Bonita Hansberry</p> <p><u>PHYSICAL EDUCATION</u> Thomas Morrill</p> <p>Holly Germain</p> <p>Erica Matranga (part-time)</p> <p><u>LIBRARIAN</u> <u>GUIDANCE</u> Kennan Daniel</p> <p>Jaime Noberini</p>

# John F. Ryan Elementary School

Kevin McIntyre, Principal  
Elizabeth Sharp, Assistant Principal

<p><u>TEAM 6A</u> – Jennifer Mrozowski, T.L.</p> <p><u>ENGLISH</u> Nick Amato</p> <p><u>SOCIAL STUDIES</u> Kate Baker</p> <p><u>MATH</u> Kim Hynes</p> <p><u>SCIENCE</u> Jennifer Mrozowski</p> <p><u>SPED</u> June Fagan</p>	<p><u>TEAM 6B</u> – Kathleen Anderson, T.L.</p> <p><u>ENGLISH</u> Nicole Hynes (1 yr only)</p> <p><u>SOCIAL STUDIES</u> Kathleen Anderson</p> <p><u>MATH</u> Charlaine Melly</p> <p><u>SCIENCE</u> Robin Reading</p> <p><u>SPED</u> Martha Hartnett</p>
<p><u>TEAM 6C</u> – Barbara Gillette Manna</p> <p><u>ENGLISH</u> Janet Davis</p> <p><u>SOCIAL STUDIES</u> Jean Chan</p> <p><u>MATH</u> Barbara Gillette Manna</p> <p><u>SCIENCE</u> Brittany Gorham</p> <p><u>SPED</u> Susan J. Laitinen</p>	<p><u>TEAM 6D</u> – Susan E. Hogan</p> <p><u>MATH/SCIENCE</u> Susan E. Hogan</p> <p><u>ENGLISH/SOCIAL STUDIES</u> Andrée Johnson</p> <p><u>SPED</u> Bree Jacobson</p>
<p><u>TEAM 5A</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Nicole Zwirek</p> <p><u>MATH/SCIENCE</u> Gretchen Martel</p> <p><u>SPED</u> Kathleen Maloney</p>	<p><u>TEAM 5B</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Jayne Farnham</p> <p><u>MATH/ SCIENCE</u> Pamela Shirkoff</p> <p><u>SPED</u> Kevin Gibson</p>
<p><u>TEAM 5C</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Joanne O'Brien</p> <p><u>MATH/ SCIENCE</u> Christine Cremin</p>	<p><u>TEAM 5D</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Kim Bruff</p> <p><u>MATH/SCIENCE</u> Robert Shirkoff</p>
<p><u>TEAM 5E</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Kristin Romano</p> <p><u>MATH/ SCIENCE</u> Robert Rogers</p> <p><u>SPED</u> Beryl Puddester-McKenna</p>	<p><u>TEAM 5F</u></p> <p><u>ENGLISH/SOCIAL STUDIES</u> Kim Hillson</p> <p><u>MATH/SCIENCE</u> Eileen Lindsey</p> <p><u>SPED</u> Jennifer Gillespie</p>
<p><u>ART</u> Diane Slezak</p> <p><u>MUSIC</u> Marguerite Weidknecht</p> <p><u>INSTRUMENTAL MUSIC</u> Timothy Olefsky</p> <p><u>HEALTH</u> Kristi Sarcione</p> <p><u>COMPUTERS</u> Barbara Jagla</p> <p>Susan Spollen</p>	<p><u>PHYSICAL EDUCATION</u> Ronald Drouin</p> <p>James Manley</p> <p><u>LITERATURE</u> Rose Curley</p> <p>Andrea MacMullin</p> <p><u>READING</u> Kimberly Stone</p> <p>Lisa Zullo</p> <p><u>BCBA</u> Candace Tharrett</p>

<b><u>CASE MANAGER</u></b> Cheryl Porcaro <b><u>LEARNING CENTER</u></b> Alissa Smith-Dockham Julie Serino	<b><u>ACADEMIC COACH</u></b> Charity Legvold
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## Heath Brook School

**Rosamond Dorrance, Principal**

**Carole Gallo, Head Teacher**

Kindergarten Brandi DeCarolis Patricia Keddle Stacey Paradis Donna Greene Grade 1 Karen Bancroft - SPED Teresa Enos Helen Matysczak Joanne Morrissey Julie Taggart Kathy Ventura Ann Whynot	Grade 2 Donna Bowden Debbie Brewin Diane Davos Brenda McWilliams Sheri Mulloy Jennifer Price Ashley Pink (Life Skills): Christine Strickler(Sub) Carole Gallo - SPED
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## Loella F. Dewing School

**Paul G. Galello, Principal**

**Jan Fuller, Assistant Principal**

PreK-2 PDD Elizabeth Marrocco Patricia Martel Sarah Tsakalakos Kindergarten Heather Grace Bradley Allison Cameron Sarah Gillotte Jennifer Marcella	Grade 1 Kathy Carleton Lisa Cournoyer Maryellen Hirtle Mary Lazzara Megan Robinson Kristi Rodgers Kelly Scialdone Lisa Tramonte	Grade 2 Christa Covino Shelley Wrobel Beth Krzesinski Kathleen MacLeod Kathy McDermott - Inclusion Judy Middleton Shannon Miranda Sarah Yore
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## Louise Davy Trahan School

**Donna Mooney, Principal**

**Shannon Demos, Head Teacher**

Grade 3 Mary Beth Aiello - Inclusion Judy Allard Sandra Frost Lori Hyland Jamie Lane Susan Mulno Sheila Sadler <b><u>Grades ¾ Life Skills</u></b> Janet Reyes <b><u>Grades 4 Inclusion</u></b> Jennifer Kelly	<b><u>Grade 4</u></b> Sarah Boudreau Jennifer Cote Shannon Demos Catherine Gagne Marcia Kalarites Mary Loosen Susan Moorer <b><u>Moderate Special Needs</u></b> Michele Hughes
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# North Street School

Angela D. Kimble Principal

Joan Lynch, Head Teacher

<b>Grade 3</b> Mary Lou Adams Nancy Boyle Loren Carlino Lisa Desrochers Nicoletta DeVincentis, Inclusion Theresa Follett Michelle McGrath Mary Petrie	<b>Grade 4</b> Lisa Chasan Karen Cintolo Kathleen Conrad Kim Gagnon Lynn Marsh Heidi Reinhart Kimberly Russo Jeanne Selissen
<b><u>ELEMENTARY SPECIALISTS</u></b>	
<b><u>Reading Specialists</u></b> Chloe Callahan – Heath Brook Gloria Graves – Trahan School Nancy Kalajian – North Street School Elizabeth Robinson – Dewing School <b><u>Elementary Art</u></b> Kristen Kosiba – Dewing/North Street Schools Jennifer Barbati - Heath Brook/Trahan Schools	<b><u>Elementary Music</u></b> Gayle Bridgford – Dewing/North Street Schools Steve Nahlik - Trahan/Heath Brook School Elementary Physical Education Jodi Higgins - Dewing/North Street School Daniel Merry - Heath Brook/Trahan Schools Writing Teacher Charity Legvold <b><u>Math/Writing Teacher</u></b> Debbie Buehler

## Special Education Department

<b>School Adjustment Counselors</b> <b>and School Psychologists</b> Susan Clark – Trahan School Alexandra Comer Meeker– Ryan School Melissa Gilgun – Middle School Catherine Pfeifer – High School Elizabeth Muscolino– Dewing School also Case Mgr. Mariellen Nastasi – Heath Brook School Suzanne Waldron–North Street/Dewing Schools Speech Therapists Courtney Campbell – Dewing School Brenda Meuse – Heath Brook Carolyn Dooley – Dewing School Tiffany Emerson – North Street/Middle Schools Catherine Gerenz – Dewing School Katherine Thew – Trahan School Tiffany Trant – Ryan/High Schools	<b>Early Childhood Specialist</b> Kim LaFland– Dewing Preschool Tara Coakley – Dewing School Tara Quinn – Dewing Preschool <b>P.D.D.</b> Patricia Martel – Dewing School Sarah Tsakalakos – Dewing School Physical Therapist Jennifer Merrill – Systemwide Occupational Therapist Gail Bliss – System wide Barbara Joyce - System wide English Language Learner Karen Hodgson – System wide <b>Behavior Specialist</b> Kristen Podolsky – Dewing School Candace Tharrett – Ryan School
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<p>Moderate Special Needs Specialists</p> <p>Mary Beth Aiello - Trahan School</p> <p>Karen Bancroft – Heath Brook School</p> <p>Marco Basiliere - High School</p> <p>Alexis Bosworth – Dewing/North-Case Mgr</p> <p>Amanda Boucher – Middle School</p> <p>Richard Camire – Middle School</p> <p>Lisa Chasan – North Street School</p> <p>Rosemary Coughlan, Case Manager Elementary</p> <p>Nicoletta DeVincentis – North Street School</p> <p>Michelle Dick – High School</p> <p>June Fagan – Ryan School</p> <p>Anne McGregor Fay – High School</p> <p>Sandra Ferrara – Ryan School</p> <p>William Fuller – High School</p> <p>Patrick Galligan - High School</p> <p>Carole Ann Gallo – Heath Brook School</p> <p>Kevin Gibson – Ryan School</p> <p>Jennifer Gillespie – Ryan School</p> <p>Martha Glynn – Ryan School</p> <p>Donna Graham – Middle School</p> <p>Robyn Hakala – Dewing School</p> <p>Michele Hughes – Trahan School</p> <p>Bree Jacobson – Ryan School</p> <p>Jennifer Kelly – Trahan School</p>	<p>Patricia Martel– Dewing School -ABA K-2</p> <p>Susan J. Laitinen – Ryan School</p> <p>Renee Langlais – Heath Brook School</p> <p>Joan Lynch– North Street School</p> <p>Kathleen A. Maloney – Ryan School</p> <p>Elizabeth Marrocco – Dewing School</p> <p>Patrick McAndrews – High School</p> <p>Kathy McDermott – Dewing School</p> <p>Joel McKenna – High School</p> <p>Kara Murray – Middle School</p> <p>James Otis – Middle School</p> <p>Shaina Mroz – Middle School</p> <p>Ashley Pink – Heath Brook School</p> <p>Cheryl Porcaro, Ryan, Case Manager</p> <p>Beryl Puddester-McKenna – Ryan School</p> <p>Cindy Ramaska – Middle School</p> <p>Janet Reyes – Trahan School</p> <p>Meghan Robinson – Dewing School</p> <p>Julie Serino – SPED Teacher, Ryan School</p> <p>Elaine Cheng Sinclair, Case Manager, Middle Schl</p> <p>Alyssa Smith-Dockham – Ryan School</p> <p>Christine Strickler, Heath Brook School</p> <p>Laura Williams– Middle School</p> <p>Charles Zucco, Case Manager, High School</p>
<b>EDUCATIONAL SUPPORT STAFF</b>	
<p>Classroom Instructional Aides</p> <p>Mary Abbott – Heath Brook School</p> <p>Laurie Angelo – Middle School</p> <p>Kristine E. Benning – Ryan School</p> <p>Joshua Bilodeau – Middle School</p> <p>Marie Bourgeois – Trahan School</p> <p>Anne Brennan – Trahan School</p> <p>Christine Cote – Middle School</p> <p>Paula Curtin – North Street School</p> <p>Francis Cusick– VHS Site Coord. High School</p> <p>Mary Ann Deshler – SPED – Middle School</p> <p>Jonathan DiPrima - Wynn</p> <p>Kimberly Doherty – High School</p> <p>Lisa Donahue – Dewing School</p> <p>Joanne Elwell – Spec Needs, Trahan School</p> <p>Ashley Hanifin - Trahan</p> <p>Nicole Hynes – Ryan School</p> <p>Mary Kapust – Dewing School</p> <p>Jeffrey Keefe – Middle School</p> <p>Pamela Lussier – Dewing School</p> <p>Johnna Mangan – Heath Brook</p> <p>Kayla McLaughlin – High School</p> <p>William Meuse – High School</p> <p>Lois Murphy – Spec Needs – H.B. Inclusion</p> <p>Emily Niles – Heath Brook</p> <p>Karen Nordstrom – Academic Coach (North Street)</p> <p>Teresa Oberg–North Street</p> <p>Alissa Palange - Dewing</p> <p>Jaryd Palmer – Ryan School</p> <p>Elena Pineau – High School</p>	<p>Classroom Instructional Aides, cont.</p> <p>Ellen Dale Robichaud – Ryan School</p> <p>Michael Rocco – High School</p> <p>MaryAnn Romanski – Ryan School</p> <p>Cheryl Ann Silva – Dewing/Trahan Schools</p> <p>Andrea Smolinsky – Dewing School</p> <p>Kathy Starling – North Street School</p> <p>Mary Beth Tierney – Dewing School</p> <p>Melanie Tirabassi – Learning Center - H. S.</p> <p>Denise Trevor – Heath Brook/No. Street Schools</p> <p>James Walker – High School</p> <p>Jeanann Williams – Dewing School</p> <p>Dennis Winn – High School</p> <p>Samantha Wholley – Ryan School</p> <p>Classroom Aides</p> <p>Linda Alukonis – Kind. Dewing School</p> <p>Debbie Bennett– Spec. Needs - Ryan School</p> <p>Donna DePierro – Heath Brook</p> <p>Laurie Doherty – Kind. Dewing School</p> <p>Gale Durkin - A.V. Aide – High/Middle Schools</p> <p>Patricia Gale – Kind. – Heath Brook School</p> <p>Sally Garipey – PDD Aide - Dewing School</p> <p>Karen Gillotte – Kind. Heath Brook School</p> <p>Beth Ann McDermott – Kind. Dewing School</p> <p>Kathleen Penney – Kind. Heath Brook</p> <p>Mark Ronan – SPED – Ryan School</p> <p>Ann Mary Theisen – Dewing School</p> <p>Rebecca Walsh – Spec. Needs – Middle School</p> <p>Eileen Weiss – Kind. Dewing School</p>

<p>Data Processing, Transportation &amp; Facilities David Libby – Center School</p> <p><b><u>Human Resources</u></b> Michele Rivera Network Manager Keith Young – Center School Technology Service Technician Kevin Carey – Center School Norm Carver – District-wide Brenden Le – District-wide School Nurses Deanne Casey – Middle School Kelly Constantino – Dewing School Linda House – High School Debra Kraytenberg – Trahan School Monica McBrine – North Street School Sandra Miller – Assoc. Nurse – Systemwide Marcia Osterman – Ryan School Elaine Walsh – Heath Brook School</p> <p><b><u>Medical Aide</u></b> Ms. Jennifer R. Higgins, LPN – High School Athletic Trainer James Walker</p>	<p>School Secretaries Kathleen Casey – High School Maria Doherty – Trahan School June Fowler – Ryan School Michelle Jennings – Heath Brook/Dewing Schools Gail Johnson – Superintendent’s Office Joanne Kearns – Middle School Patricia Kearns – Business Office Louise Kelley – Heath Brook School Janice LaRocque – Superintendent’s Office Lisa Marget – Business Office Annmarie McCormick – High School Maria McLaughlin – Ryan School Kelly Mercier – Community Service Patricia Meuse – Business Office Susan Meuse – Business Office Patricia Napoli – Middle School Nancy O’Hare – High School Sarah Robson – Data Processing – Business Office Nancy Torname – Special Education – Center Schl Joy Wallace – Dewing School Patricia Welch – Special Education – Center Schl. Patricia Whitehouse – High School Guidance Sharon Zaremba – North Street School</p>
<p>Food Service Workers Deb Mugford, Director Robin Adams – North Street School/Center Maureen Bedard – Middle School Lisa Bevilacqua – Dewing School Elaine Bennett – High School Darlene Burke – High School Eileen Callanan – High School Linda Carter - Heath Brook School Maureen Contaloni – Ryan School Carolyn Covell – High School Allison DiFelice - Heath Brook School Tammy Duggan – Ryan School Robin Foran – High School Anna Gaudette – Dewing School Jane Grant – Ryan School Joanne Gustin – Trahan School Nancy Kelleher – Dewing School Joyce Kling – Middle School Carol Lennon – High School Denise Miano – North Street School Diane Nickerson – Middle School Kimberly Sheehan – Dewing School Kathy Sholl – Ryan School Charlene Sullivan – High School Laura Sullivan – Ryan School Roberta Waldrip – Trahan School Janice Woodman – Middle School</p> <p><b><u>Mail Carriers</u></b> Kevin Morrissey – part-time Mail Carrier Wayne Anderson – Part-time Mail Carrier</p>	<p>Maintenance and Custodial Workers Jon Marchand, Maintenance Foreman Joseph Burke – Heath Brook School Michael Carey - Heath Brook School Dan Carter - Maintenance George Collins – High School Barbara Curtin – Middle School Travis Dobbin – High School Lynne Dykeman – High School Connor Flanagan – Ryan School Jamie Gendron – District-wide Thomas Gilbride – Maintenance Brian Glidden – Heath Brook James Gravel – Trahan Mark Hamlin – Ryan School David Harrington – High School Daniel Martin – Maintenance Joseph McCann – North Street School Robert McCarthy – Dewing School Terrance Neal – Middle School Roy Osterberg – Middle School Ronald Page – North Street School Roland Patterson – High School Corinne Rooney-Morgan – High School Sandra Ryan – Dewing School James Shimkus – High School Richard Stronach – Dewing School Barry J. Sullivan – Ryan School Peter Thuillier – Trahan School William Wareham – Ryan School</p>



# Community Scholarship Awards

We are pleased to acknowledge the businesses, the individuals, the community organizations, the school organizations, and the sports organizations, who participated in Tewksbury's 2013 Community Scholarship Program. The commitment of the donors listed below to the students of the Tewksbury Public Schools contributes to the attainment of the personal and educational goals of the scholarship recipients. The generosity of the donors provides an investment in the future of Tewksbury. Thank you to each of the scholarship award donors and congratulations to the scholarship recipients.

## TEWKSBURY MEMORIAL HIGH SCHOOL \* CLASS OF 2013 COMMUNITY SCHOLARSHIP AWARDS

217 Awards Presented to 100 Students – Grand Total of \$116,175

### Junior Awards

1. Harvard Book Award: *Rebecca Varghese*
2. Rensselaer Medal Award: *John Melloni*
3. Wellesley College Book Award: *Laurin Joseph*

### Senior Awards

4. Massachusetts Secondary School Administrators Association Award: *Kimberly Tecce*
5. Anthony J. Romano Technology in Education: *Christopher Paquette*
6. Art: *Linda Ferreira*
7. Business Technology: *Andrea Cuzzupe*
8. Computer Technology: *Caitlin Morris*
9. English: *Tess Irving*
10. Family and Consumer Science: *Samantha Florino*
11. Foreign Language: French *Jessica Sokel*, Latin *Vincenzo Barinelli*, Spanish *Mackenzi Carr*
12. Marketing: *Adriana Brown*
13. Mathematics: *James Aronson*
14. Music: *Samantha Campbell*
15. Science: *Caitlin Morris*
16. Social Studies: *Rebecca Davies*
17. Wellness: *Kimberly Lehner*

### Academic Excellence

18. Valedictorian: *James Aronson*
19. Salutatorian: *Caitlin Morris*
20. Class Marshall: *Rachel Gillis*

### 2013 Scholarships

21. Lawrence L. Day Memorial Scholarship: *Adriana Brown \$500*
22. Representative James R. Miceli Scholarship: *Nicole Chaet \$300*
23. Performing Arts Award: *Samantha Campbell \$500*
24. John Cooney Memorial Scholarship: *Nicaela Samson \$2000, Rebecca Davis \$2000*
25. Tewksbury Rotary Club Scholarship: *Ashley Caredeo \$1500, Jennifer Iannacci \$1500, Devin Kelly \$1500, Stephanie Paine \$1500*
26. Ronald "Ronnie" C. Olson, Jr. Memorial Scholarship: *Zachary DiRocco \$500*

27. Derek Aldred Memorial Scholarship: *Rebecca Davies \$1250*
28. George "Timmy" Ernest Memorial Scholarship: *Matthew Donovan \$500, Derek Petti \$500, Tyler Slavin \$500*
29. Joshua Zawacki Memorial Scholarship: *Timothy Murphy \$1500, Courtney Guttadauro \$1500*
30. Willie Byers Memorial Scholarship: *Timothy Murphy \$1000, Samantha Laferriere \$1000, Robert Charboneau \$1000*
31. David A Mulno Memorial Scholarship: *Roy Felix \$500, Jayson Canning \$500*
32. Tewksbury / Wilimington Lodge of Elks #2070 Scholoarship: *Timothy Murphy \$500, Nicaela Samson \$500*
33. Massachusetts Elk – Most Valuable Student Award: *Tyler Puleo \$800, Rachel Gillis \$800*
34. Tewksbury Girls Softball League Scholarship: *Jennifer Iannacci \$500, Krista Mignon \$400, Carolyn Raneri \$400, Samantha Laferriere \$300, Kimberly Brekallis \$100, Devin Kelly \$100, Tiffanie Marsh \$100, Rachel Ragucci \$100, Melissa Cordwell \$100*
35. John F. Ryan P.A.C. Scholarships: *Matthew Smith \$500, Marissa Harrington \$500*
36. Linda Peters Memorial Scholarship: *Nicole DePierro \$1200, Rachel Gillis \$1200, Samantha Laferriere \$1200, Tim Martel \$1200*
37. Daniel S. Gillette, Jr. Memorial Scholarship: *Natalie Bourne \$1000, Alina Porzio \$1000*
38. Tewksbury Teachers' Association Scholarship: *Samantha Florino \$500, Claire Scheipers \$500,*
39. Kevin Joseph Tino Memorial Scholarship: *Cory Thomas \$500, Brian Amaral \$250, Nicholas Souza \$250*
40. TMHS National Honor Society Scholarship: *Arianna Smith \$200, Jamal Chaudhary \$200, Jennifer Iannaicci \$200, Tyler Puleo \$200*
41. David W. Scott Memorial Scholarship: *Tyler Slavin \$1000, Zachary DiRocco \$1000*
42. Lowell Five Cent Savings Bank Scholarship: *James Aronson \$1000*
43. Holt & Bugbee Foundation Scholarship: *Rebecca Davies \$2500, Abby Donahue \$2500, Timothy Murphy \$2500, Tyler Puleo \$2500*
44. Stoneham Savings Bank Scholarship: *Caitlin Morris \$800*
45. 4<sup>th</sup> Annual Meghan McCarthy Road Race Scholarship: *Kelli Sugrue \$250, Jennifer Iannacci \$250*
46. Volleyball Booster Club Scholarship; *Melissa Cordwell \$250, Andrea Cuzzupe \$250, Jennifer Iannacci \$250, Samantha Laferriere \$250, Tiffanie Marsh \$250, Allison Mulloy \$250, Kellie Sugrue \$250*
47. Tewksbury Youth Lacrosse Association Scholarships: *Matthew Blaisdell \$500, Kelli Sugrue \$500*
48. Jerry Murphy Memorial Scholarships: *Arianna Smith \$1000, Nicole Chaet \$1000*
49. AFLCIO - UWUA Local 369 -Larry Eppolito Memorial Scholarship: *Nicholas Cocca \$1000*
50. AFLCIO -Plymouth/Bristol CLC- Francis X McKeon III Memorial Scholarship: *Nicholas Cocca \$500*
51. Jonathon Wolf Memorial Scholarship: *Samantha Campbell \$500, Andrea Cuzzupe \$500, Paul Hurley \$500, Linda Ferreira \$500, Allyson Lewis \$500*
52. Anthony Corsino Sr. Memorial Scholarship: *Stephanie Paine \$500, Abby Donoghue \$500*
53. Deb Billings Memorial Scholarship: *John Fiorello \$50, Erika Petipas \$50, Ryan Hartnett \$100, James Aronson \$200, Nicole Chaet \$200, Robert Charbonneau \$200, Rebecca Davies \$200, Joseph DiRusso \$200, Theodaras Hondros \$200, Jennifer Joyce \$200, Cody LaFortune \$200, Caitlin Ludka \$200*
54. Redmen Football Club Coach Bob Aylward Scholarship: *Matt Donovan \$2000*
55. Redmen Football Club Edward K. Dick Scholarship Award: *Tyler Puleo \$200*
56. Redmen Football Club Phillip L. French Scholarship Award: *Kyle Pandolph \$2000*
57. Redmen Football Club James E. Brooks Memorial Scholarship: *Zachary DiRocco \$2000, Marc Mazzei \$1000*
58. Redmen Football Club Memorial Scholarship: *Christopher Blake \$2000*
59. Redmen Wrestling Club Scholarship: *William Ramsdell \$500*
60. Robert V. Horgan Memorial Scholarship: *Samantha Campbell \$1000*
61. Tewksbury Youth Football Merit Scholarships: *Jennifer Iannacci \$1000*
62. Tewksbury Youth Football Memorial Scholarships: *Kyle Pandolph \$500*
63. Louise Davy Trahan P.A.C. – The George Paul Scholarship: *Devin Kelly \$500, Derek Petti \$500*

64. Excellence in Achievement Award: *Jessica Freitas \$500*
65. Kevin J. O'Brien Memorial Scholarship: *Zachary DiRocco \$1000, Abby Donoghue \$1000*
66. Kay (Aspell) Currran Scholarship: *Nicole Chaet \$500*
67. TMHS Redmen Field Hockey Booster Club Awards: *Francesca Arcari \$300, Natalie Bourne \$300, Adriana Brown \$300, Courtney Connors \$300, Nikki Cruz \$300, Nicole DePierro \$300, Abby Donoghue \$300, Nicole McKenna \$300, Rachel Pendleton \$300, Anna Piccolo \$300, Nicole Ricciardi \$300, Riley Ryan \$225*
68. John Wynn Middle School P.A.C. Award: *Zachary Lambert \$500*
69. TMHS Redmen Softball Booster Club Award: *Melissa Cordwell \$300, Marissa Harrington \$300, Mikayla Hodgdon \$300, Samantha Laferriere \$300, Tiffanie Marsh \$300, Meaghan McLaughlin \$300, Emily Williams \$300*
70. TMHS Redmen Girls Basketball Booster Club Awards: *Nicole Chaet \$400, Samantha LaFerriere \$400, Caitlin Morris \$400, Kelli Sugrue \$300*
71. TYSA Alfred Carpenito – Memorial Scholarship: *Derek Petti \$1000*
72. TMHS Redmen Hockey Booster Club Awards: *Shannon Alukonis \$250, Mike Casey \$250, Patrick Doherty \$250, Matthew Donovan \$250, Charles Foti \$250, Derek Petti \$250, Tyler Slavin \$250*
73. Liam Knyff Scholarship: *Nicole Chaet \$500*
74. Liam Nation - Meghan McCarthy Memorial Scholarship: *Nicole DePierro \$500, Jennifer Iannacci \$500*
75. Tewksbury Country Club: *Joseph DiRusso \$500, Marissa Harrington \$500*
76. Tewksbury Recycling Committee/ Republic Services Scholarship: *Kimberly Brekalis \$750*
77. TMHS PAC Scholarship: *Matthew Blaisdell \$500, Nicole Chaet \$500, Morgan Hakala \$500, Jennifer Iannacci \$500*
78. Dennis McGadden Memorial Track and Cross Country Awards: *Brian Amaral \$300, Cory Thomas \$275, John Fiorello \$175, Theo Hondros \$150, Cory Cataldo \$125, Justin Stewart \$125, Vincenzo Barinelli \$100, Jamal Choudhary \$50, Christopher Blake \$50, Ann Pastorello \$225, Samantha McGouldrick \$175, Morgan Hakala \$175, Arianna Smith \$175, Rebecca Davies \$125, Anna Piccolo \$100, Jennifer Iannacci \$100, Devin Kelly \$100, Jackie Brindle \$50*
79. Tewksbury Music Association Scholarships – Music Loyalty: *Robert Charboneau \$500, Allyson Lewis \$500*
80. Tewksbury Music Association – Major Scholarship: *Samantha Campbell \$1000*
81. Tewksbury Youth Girls Basketball/ Football Cheerleader Booster: *Courtney Guttadaro \$150, Marissa Liggiero \$150*
82. Tewksbury Youth Girls' Basketball League Scholarship: *Nicole Chaet \$400, Jennifer Iannacci \$500, Samantha LaFerriere \$200, Tiffany Marsh \$200, Rachel Ragucci \$200, Kelli Sugrue \$200*
83. TYSL Meghan McCarthy Memorial Scholarship: *Nicole Chaet \$500*
84. TYSL Lia DiFronzo Memorial Scholarship: *Vincent Barinelli \$500, Molly Tibbetts \$500*
85. TMHS Redmen Baseball Booster Club Awards: *Zachary DiRocco \$300, Eric Hunter \$300, Cam Oliveira \$300, Brad Pontes \$300, Tyler Puleo \$300, Tim Sughrue \$300, Eric Torres \$300*
86. Tewksbury Youth Baseball Scholarships: *John Froio \$500, Eric Torres \$500*
87. Tewksbury Youth Boy's Basketball Scholarships: *John Froio \$750, Robert Charbonneau \$500*
88. TMHS Lacrosse Boosters Scholarship: *Zachary Jacobs \$300, Matthew Blaisdell \$300, Matthew Donovan \$300, Kyle Pandolph \$300, Joseph DiRusso \$300, Tyler Slavin \$300, Kelli Sugrue \$300, Rachel Pendleton \$300, Nicole Ricciardi \$300, Abby Donahue \$300, Kimberly Tecce \$300, Courtney Guttadauro \$300, Stephanie Paine \$300, Fran Arcari \$300, Courtney Connors \$300, Nicole McKenna \$225, Riley Ryan \$225, Brad Marshall \$225, Nicole DePierro \$150*
89. Heath Brook P.A.C Scholarship: *Mackenzie Carr \$500*
90. Heath Brook P.A.C. Scholarship in Memorial of Angelo Munro: *Jennifer Iannacci \$500*
91. North Street School P.A.C. Scholarship: *Samantha LaFerriere \$250, Nicole DePierro \$250*
92. The Loella F. Dewing P.A.C. Scholarships: *Michael Weitz \$250*
93. Schlott Tire Academic Scholarship: *Rachel Gillis \$500*



# Shawsheen Valley Regional Vocational / Technical School District

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2013 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 43<sup>rd</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Deborah Kostas and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher, Secretary from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Chairman, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred ninety-seven (1,397) high-school students were enrolled in SVTHS's day school programs in October of 2013, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2013, SVTHS graduated 322 seniors. Over 70% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-four percent of the students intended to continue working in their trade with another 2% working in another field after graduation. In addition, 3% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four (144) full-time teachers as well as thirteen (13) paraprofessionals. Of those full-time teachers, thirteen (13) are department chairs, and sixteen (16) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

## 9420 Academic Programs

*MCAS Composite Performance Index (CPI) Scores:* The Composite Performance Index Score is a measure of achievement by performance level. Students who score in either the Advanced or Proficient range are awarded 100 points. Those who score in the upper half of the Needs Improvement range receive 75 points; in the lower half of the Needs Improvement range, 50 points. Students who take the test and fail are awarded 25 points. Those who do not test and are not medically excused receive zero points.

In the Spring of 2013, the 339 sophomores comprising SVTHS' Class of 2015 SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts (ELA) with a CPI of 99.7; they ranked fourth in Mathematics (94.2) and second in Science (96.3). Within the District, Shawsheen ranked second in ELA, fourth in Mathematics, and first in Science.

*MCAS Growth Scores.* The Median Student Growth Percentiles (MSGP) is a statistical measure of student growth between grades eight and ten—arguably the most important single score in the MCAS analysis. The Massachusetts Department of Elementary and Secondary Education (DESE) collects MSGP scores in ELA and Mathematics. In the Spring of 2013, SVTHS ranked second in ELA and thirty-seventh in Mathematics among the 353 schools for whom the DESE reported tenth-grade growth scores. In response to these extraordinary achievements SVTHS was recognized as a “Dream School” by the Boston Globe in September of 2013.

*Curriculum Revision:* In compliance with course-content changes promulgated by the Massachusetts Common Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS implemented College-Preparatory (CP) Grade-9 Algebra 1 courses at three developmental levels in the Fall of 2013. SVTHS will also implement CP Grade-10 Geometry at three levels and CP Grade-11 Algebra 2 at two levels in the Fall of 2014.

The ELA curriculum has been revised to include a greater emphasis on persuasive writing in response to informational text. In parallel fashion, the Social Studies Department has implemented a strong writing-across-the-curriculum component that requires persuasive written response to primary-source and other documents.

*New Staff:* In the Fall of 2013, Katherine Marshall and Jessica Brierley joined SVTHS' English Department. Mrs. Brierley is a third-year teacher who previously taught at Keefe Technical High School. Ms. Marshall is a recent graduate of Roger Williams University. Providing additional strength to an already formidable academic faculty, Max Reich and Joel Brierley joined the Mathematics Departments. Mr. Reich, a fourth-year teacher, arrived via Lower Cape Cod Technical High School, and Mr. Brierley is a second-year professional who previously taught at Keefe Technical High School.

*Summer School:* In the summer of 2013, the SVTHS Summer Program enrolled 98 students from ten surrounding school systems in 22 courses offered to students in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting (a) to recover credit for courses that they previously failed, or (b) to earn College-Preparatory credit by upgrading courses in which they were enrolled during the regular school year. Individuals seeking summer-school information should contact Mr. Kevin Bloom, Summer Coordinator, at 978-671-3631.

*Technology Improvements.* As a component of a thoughtfully-planned capital-budget process that pays close attention to academic resources and evolving needs, the installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

#### 1) Clubs and Organizations

*Classes:* Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their advisor, Marygrace Ferrari, the senior class planned and enjoyed an elegant senior prom at the Danversport Yacht Club. Junior-class advisors Jay Tildsley and Greg Bendel held a gala prom at the Crestview in Woburn. The sophomore class, advised by Angela Caira and Celeste Joudrey, collaborated with the Freshman class, advised by Stacy LaBella and Catherine Peterson, on the annual Spring Fling semiformal, which was held at the school.

The Fourteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for the Billerica Food Pantry. And once again, the Class of 2014 earned bragging rights for the next school year.

*Literary Magazine:* For the sixth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Stacy LaBella of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

*School Newspaper:* In a model school-wide collaborative effort, Ms. Kerry O'Brien of the English Department, Mr. Michael Azevedo of the Design and Visual Communication Shop, and Mr. Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

*National Honor Society:* Under the advisorship of Ms. Gail Poulten and Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 33 eleventh and twelfth graders in March of 2013. Decorated Army Veteran and former Congressional Aide Joseph Kearns Goodwin was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to New York City, and Boston, MA, to visit cultural and historic sites.

*Student Council:* The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2013, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, and other noteworthy causes.



*The Traveling Rams:* Throughout the year, Ms. Sciacca and her enthusiastic globe trotters raised funds in anticipation of their Spring 2014 trip to Italy. Interested world travelers or their parents should contact Ms. Sciacca at 978-667-2111x577 or [ksciacca@shawsheen.tec.ma.us](mailto:ksciacca@shawsheen.tec.ma.us).

*Oratory Club:* Coached by faculty advisor Kristin Sciacca of the English Department, club members sent three contestants to the Voice of Democracy national championship and two students to SkillsUSA competition. The club's most skilled orator, Kaitlyn Gordon, captured first-place awards at the club, zone, and district levels of the Lions Club Championship to eventually place at the state level.

*Robotics Club:* In 2013, the Robotics Club grew to over 30 members under the expert advisorship of Mr. Paul Blanchette of the Electronics Shop and changed league affiliation—moving to VEX from FTC competition. The new league, which consists of an increased number of participant teams, sponsors many more competitions than did the earlier affiliation. The Rams entered four competitions and returned home with diverse accolades. They received the Sportsmanship Award at Boston University and the first-place award for Creative Design as well as the Energy Award at Pembroke Academy in New Hampshire. Shawsheen captured second place in the annual Trebuchet contest, also held in New Hampshire, against teams from throughout New England. The Rams returned to Massachusetts to capture a Best Modern Design award at the annual Higgins Museum Trebuchet Tournament in Worcester—an impressive finish against a host of post-secondary competitors including Plymouth State College. The team concluded its season in national competition at the Verizon Arena in Manchester, New Hampshire. Two team members participated at the SkillsUSA competition for mobile robotics and captured the bronze medal for their creative efforts.

*Mathematics Club and Science Club.* The Mathematics Club, advised by Mrs. Debra Dew of the Mathematics Department, and the Science Club, advised by Mrs. Angel Hardy of the Science Department, continued to engage participants in co-curricular activities complementing their advanced study of those disciplines. The Mathematics Club practiced for and participated in not only a series of competitions hosted by district schools but also a special invitational competition sponsored and hosted by Worcester Polytechnic Institute. The Science Club participated in after-school activities that broadened participants' understanding of scientific theory and applications.

*Outdoor Club and Ski Club.* Introduced in 2010 to SVTHS to fill the conspicuous void in recreational, extra-curricular options, the Outdoor Club and the Ski Club enjoyed immediate and broad popularity. Throughout three New England seasons, the Outdoor Club, advised by Jessica Cook of the Social Studies Department, planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club, co-advised by Kelly McFadden of the Guidance Department and Doug Michaud of the Technical Illustration Shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at [jcook@shawsheen.tec.ma.us](mailto:jcook@shawsheen.tec.ma.us), and interested skiers or boarders of any experience level should contact Mr. William Lannon, the club's new advisor, at [wlannon@shawsheen.tec.ma.us](mailto:wlannon@shawsheen.tec.ma.us).

*Parent Advisory Council:* The SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its co-chairs, JoAnn Brace and Cathy Carlin, sponsored another successful all-night graduation party—which, throughout the years, has kept the newest Rams alums safe and entertained during the night following the commencement ceremony. Parents interested in assisting with this year's traditional fete should contact party chair Linda Tedford ([lindatedford@verizon.net](mailto:lindatedford@verizon.net)).

*Alumni Association:* Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at [gpoulten@shawsheen.tec.ma.us](mailto:gpoulten@shawsheen.tec.ma.us) or Mr. Jaason Tildsley at [jtildsley@shawsheen.tec.ma.us](mailto:jtildsley@shawsheen.tec.ma.us).

### Support Services

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 355 students and comprising about 26.1% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 96.2% of seniors graduating in June, 2013, among the highest of any high school in Massachusetts. This compares to a state average of 68.6% percent for special needs students.



Shawsheen's special education students also demonstrated outstanding success on the spring, 2013 MCAS examinations. These results have occurred as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (96%), Mathematics (63%), and Biology (73%). These percentages are all improvements from the previous year.

On August 6, 2013, SVTHS received results of the DESE Mid-Cycle Coordinated Program Review which was conducted during the 2012-13 academic year. This procedural audit is more limited than the comprehensive audit which occurs every 6 years. In the mid-cycle review, 7 programmatic elements were examined. SVTHS was judged to be in full implementation for 5 of the elements and in partial implementation for 2 of the elements.

The 2 elements identified for improvement involve the following:

- 2) Providing 2 complete copies to parents of proposed Individualized Educational Plans (IEP's). They will be expected to sign and return one of the copies. Prior practice was to send one complete copy and only an additional copy of the signature pages to be returned to the District.
- 3) Develop a tracking and oversight system for those parents who decide to revoke their student's special education services. This procedure was requested even though SVTHS had yet to encounter this situation.

Progress reports will be submitted to DESE on improvement in these two areas on October 11, 2013 and January 24, 2014.

### Athletics

The three seasons comprising the 2013 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league championships and five state vocational titles.

The overall winning percentage of the varsity teams ranked among the highest in school history. Thirteen teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Dustin Thibeault was a Division 1 North Sectional Champion.

For an unprecedented eleven out of the last twelve years, SVTHS earned the Markham Award from the *Boston Globe* in recognition of its status as the most outstanding vocational technical high school athletic program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

### Community Services

*Adult Evening School:* The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Dr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

*Billerica House of Correction:* The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

*Veterans Training Program:* Twelve area veterans participated in an intensive machining training program in March of 2013 leading to employment with local manufacturing companies. This program was offered through the Adult Education program in partnership with the Massachusetts Manufacturing Extension Partnership. Modeled after similar veterans training programs, this important job training initiative will likely be replicated in the coming year.

*Advanced Manufacturing Training:* The Shawsheen Technical Institute (STI) is now an active member of the recently formed Northeast Advanced Manufacturing Consortia, a coalition of workforce development and educational providers working to train the next generation of employees for the advanced manufacturing sector in the Merrimack Valley and the North Shore. The Consortia was recently awarded a grant from the Commonwealth Corporation to provide extensive training in machining

and electronics technology for seventy-five qualified adult students between 2013 and 2015. STI has taken the lead along with Greater Lowell RVTHS and Middlesex CC in the first round of training which began in the fall of 2013. This innovative collaborative training program will benefit qualified job seekers and manufacturing companies for years to come.

*Job Training for the Most in Need:* The Shawsheen Technical Institute is currently providing a small but motivated group of needy adults lacking permanent housing with intensive training in welding and electronics technology toward the goal of facilitating successful re-entry into the labor market. This program is organized and administered by Community Teamwork Inc., and is currently funded by a grant from a private foundation. This program could be a pilot for a larger job training initiative serving adults with limited work experience or job skills.

*Middlesex Community College:* SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at SVTHS as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment was strong in 2013 and the program received exemplary student evaluations. Discussions to expand technical course offerings are currently being explored by the MCC Hospitality Dean and SVTHS Workforce Development and Community Services Coordinator, Mr. Russ Eckel.

*School of Practical Nursing:* The 2012-2013 year graduated 39 Practical Nurses (PN). Since its inception, a total of 638 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

*Project Explore:* Nearly 425 middle-school students from the District participated in after-school career awareness activities during the 2013 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Jobee O'Sullivan at 978-671-3612.

*Swim Program:* SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2012-2013 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

### Computer Services

During the 2013 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SSDR (School Safety and Discipline Report) data, the Annual Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey mandated by PARCC. The purpose of this report is to identify the status of school districts participating in online assessment in 2014.

In the fall, Computer Services added the current ninth-grade population (class of 2017) to the Parent Access Manager System, bringing parent participation to approximately 86 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, Rankbook, schedules and discipline information. Parents can also view the teacher's iPass Rankbook which includes more detail on the students' progress.

After assessing the district's current Student Information System (iPass), it has been determined a new system would be beneficial. Computer Services will be implementing a new SIS/LMS (Student Information System / Learning Management System) for making informed data decision through data collection. The new integrated system will provide enhanced features to our users while improving overall efficiency of data flow within the district. The delivery of data directly to its users provides immense educational support. Teaching staff can make data-driven decisions with real time information which will improve the instructional practice and result in improved student outcomes. The district will implement a new SIS by the end of 2013-14 school year and begin migrating data throughout the summer. Initial staff training will be conducted by June and professional development will continue for the start of the new school year.



As part of Computer Services five-year Computer Replacement Plan, computer labs in Graphics, Drafting, Internet, and Business Tech all received upgrades with the latest computer models during the Summer of 2013. One of the Internet labs was reconfigured, as we go forward in expanding our IT shop to include Programming and Web Design.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. A SAN Storage upgrade solution was installed in August 2013. This replaced a five year old Hitachi SMS 100 unit and as a result, we were able to double our Server disk space. VMware, the software that runs our virtual environment, was upgraded to VSphere 5.1.

In 2012, Wireless network infrastructure was implemented within the building. In order to transition our staff towards a more mobile workforce, the Social Studies Teachers were provided with 8 laptops as computer replacements for their desktops as part of our five-year Computer Replacement Plan. Also, a laptop cart with 15 laptops was purchased for the English Department as a pilot for future mobile computer labs.

In July of 2013, with our ever increasing need for network bandwidth, our secondary Internet Service Provider was upgraded from AT&T's T1 line speed of 1.5 MB/second to a dedicated fiber solution provided by Comcast where our speed has increased to 30 MB/second. Also, in order to provide our students with the latest in industry technology standards, Computer Services upgraded software packages in Drafting, Dental, Machine Shop, Business Tech, and Automotive.

### Guidance

*Admissions:* Applications once again exceeded 600 for 350 seats in the class of 2017. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House on November 3<sup>rd</sup> and the 8<sup>th</sup> Grade Career Night in January.

*9<sup>th</sup> Grade Orientation:* The Class of 2017 participated in SVTHS 9<sup>th</sup> grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program to help with transition was implemented using the same student leaders who helped deliver the orientation day.

*College and Career Planning:* Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. Last year's college fair hosted over 70 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our annual College & Career Planning Guide. There was a special education workshop facilitated by Dr. Scott regarding college information. All senior guidance counselors were on hand to answer any questions our students or parents had.

*Scholarships and Awards:* SVTHS students were awarded over \$112,400 in scholarship funds. Amanda Angelo, a health assisting student, received the Massachusetts Association of Vocational Administrators Outstanding Vocational/Technical Student of the Year Award presented to her at Mechanics Hall in Worcester.

*Cooperative Education Program:* Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office had 198 seniors out on co-op positions and 90 juniors out on co-op at the end of June, 2013.

*Student Health:* SVTHS complied with the state mandate to conduct BMI testing on all 10<sup>th</sup> graders.



## School Council

An important agency of school governance, the 2012-2013 SVTHS School Council, was made up of parents Susan Berry, Dawn Pfaff and Gayle Razzaboni from Billerica; community members Bob Lazott of Billerica and Jean Perry and Cosmo Ciccariello of Burlington; two SVTHS students, Jennie Galante and John Robinson; and faculty members Robert Roach and Jason Tildsley. Until his retirement in December, the Council was co-chaired by Dr. Robert Cunningham, Assistant Superintendent-Director/Principal. Dr. Cunningham was succeeded in that role by Shawsheen's new Principal, Dr. Robert J. Kanellas. The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

## Vocational/Technical Programs

*Skills USA:* Skills USA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned an unprecedented seventy-six (76) medals at the 2013 district competition and twenty-six (26) medals at the state competition, including three gold medals. Three students represented Massachusetts at the National competition in Kansas City, Missouri. Graphic Communication student Bryan Young finished fifth in his competition and the Electronics team of Adam Rovinelli and Caitlin Kelley placed in the top twenty for their performance in mechatronics.

*National Accreditation:* SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

## Transportation Cluster

*Auto Collision:* The Auto Collision program maintains its high standards and quality of outstanding work with a plethora of automobiles in need of body work for individuals throughout the District. During the school year, students worked on numerous automobiles, including fire and police vehicles from the Tewksbury Fire Department and the Massachusetts State Police. The program successfully attained reaccreditation in all four areas with the National Automotive Technicians Education Foundation (NATEF) and Automotive Services Excellence (ASE). The students continue to participate in the National Automotive Technicians Education Foundation (NATEF) and the Automotive Service Excellence (ASE) end of the year testing. Two students were recognized at the SkillsUSA regional competition, winning a gold medal in Refinishing and a gold medal in Collision Repair.

*Automotive Technology:* The Automotive Program continues to perform countless tasks in becoming proficient in standards from the State framework by repairing vehicles from within the Shawsheen Community. Ten (10) Automotive Technology upperclassmen took part in the Ford AAA Auto Skills Competition. A large percentage of the upperclassmen also received student certificates from ASE Student Certification and ASE Refrigerant Recovery Programs. The Automotive Technology students participated in several post-secondary career days and industry field trips, exposing them to career opportunities and new technologies in the industry. These field experiences included trips to Massachusetts Bay Community College, Universal Technical Institute, New England Institute of Technology, and Benjamin Franklin Institute of Technology. Through the capital budget process the Program acquired a new Ammco Brake lathe.

## Health Cluster

*Medical Lab Assisting:* Medical Lab Assisting completed another successful year with their Grade 9 Exploratory program, as well as the addition of their first senior class. The program has a robust new senior curriculum for shop which includes Nutrition, Microbiology and Medical Law and Ethics. Additionally, the program continues to build its partnerships for cooperative education opportunities and has placed a number of students in medical offices and phlebotomy labs.

*Health Assisting:* Health Assisting successfully certified 25 students via the Department of Public Health as CNA's (Certified Nursing Assistants). The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center, Concord Health Care and Rehabilitation Center and Woodbriar.

*Dental Assisting:* Dental Assisting successfully completed their second year of Grade 9 Exploratory. The program was oversubscribed with first choice students. Dental Assisting welcomed a third instructor as well that comes to Shawsheen Valley Technical High School with both advanced teaching and industry experience.

### Services Cluster

*Culinary Arts:* The Culinary Arts program completed its five year evaluation and renewal of their national shop accreditation with the American Culinary Federation. The ACF evaluates the curriculum, equipment and staff standards. The program scored in the top 2% in the state and the ACF recommended other districts use Shawsheen's program as a guide for a model program. Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College and Cambridge Culinary Institute. Numerous guest speakers from all aspects of the trade have presented to the seniors with regard to industry expectations. The restaurant and bakery continue to serve the public daily with continued high volume of guests.

*Cosmetology:* The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden the student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. One-hundred percent of SVTHS Cosmetology students participated in SkillsUSA. All 18 senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license and 12 were successfully placed on co-op within the school year.

### Construction Cluster

*Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry:* Providing authentic learning opportunities for the construction students continues to be paramount in delivering real-world instruction for all five programs. One of these community projects that provided the implementation of work-based learning was the completion of the final phase of the Burlington Marion Tavern Farmhouse. This project presented both renovation and new construction and covered all aspects of the construction trades, creating circumstances to encompass many standards of the state frameworks (i.e., solving problems using critical thinking; demonstrate willingness to learn and further develop skills). The construction of the 77' x 36' Soccer Field House is another example of the collaborative efforts of the Construction Cluster. This two-year in-house project will integrate real and relevant opportunities for students to learn their craft in a controlled environment. Due to the tragic loss of Masonry Instructor Ralph Carrozza, James Bonito was hired in January to continue the tradition of preparing students to work at a high level after graduation.

### Arts and Communication Cluster

*Office Technology:* The Office Technology program is in the third year of utilizing its Microsoft Testing Lab. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry based, enhancing their employability skills. The utilization of this lab is reflected in a 61% job placement of the program's seniors. Along with strong co-op placement, ten (10) sophomores have already achieved their PowerPoint certification. The junior class is currently working towards their Excel certification. These certifications not only provide valuable skills but give the students a high level of confidence as they prepare for the next step in their career path. The Business Technology program will look to provide certifications in QuickBooks and Dreamweaver as well. These certifications will continue to enhance the development of students into highly productive professionals in today's ever changing business world.

*Informational Support Services & Networking:* Last year the Informational Support Services and Networking program developed a new partnership with Plum Choice. One of the principle employees at this company is a graduate of Shawsheen. From this partnership six seniors were hired. Additionally this program began a training program to prepare students to become certified as a Microsoft Technical Associate in Operating Systems via an examination. Thirty-three students obtained certificates. The program also had two seniors obtain their MTA certificate in Networking as well. The program is in the process of adding a Programming and Web component to augment the current curriculum and offer students more opportunity in the technology field.



*Design & Visual Communications:* The Design & Visual Communications program had a very productive year in 2013 with a few DVC firsts. Students acted as designers in many real world community projects for schools, town governments, and non-profit organizations. Students within the DVC program played a key role in conceptualizing and developing professional level corporate identity packages and supporting collateral information for these organizations. Examples include: the Merrimack Valley Superintendents Association Academic Scholars luncheon, Billerica Sweetheart Dance, and MAVA, to name a few. Twenty-three DVC students were accepted to many private and public colleges with a DVC first. Two students were accepted to The Kubert School and the California College of the Arts. One DVC student has proudly joined the Air National Guard. Other schools that accepted our students were: Mass Art, UMass/Dartmouth, Suffolk University, Lasell College, The Art Institute of Boston-Lesley University, Maine College of Art, Northern Essex Community College, Manchester Community College, Becker College, Southern New Hampshire University, Rivier College, Mount Ida College, New Hampshire Institute of Art, Middlesex Community College, Montserrat College of Art, Wentworth Institute of Technology, Nichols College, Colby Sawyer College, UMass/Amherst, and ITT Technical Institute. Several students secured Co-op positions with various employers including iRobot, & Real School of Music.

*Graphic Communications:* The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and nonprofit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program received a national award for its production of Ramblings, the student literary magazine. The program also expanded its curriculum to include additional vinyl graphics and sign-making capabilities, which has opened new avenues for student cooperative education placements.

#### Electro/Mechanical Cluster

*Drafting:* During the school year the Drafting Program provided help with numerous drawing projects in support of the Construction Cluster, manufacturing projects, and the Maintenance department. An example of one of these work-based projects includes generating a sprinkler head map, dimensionally locating all the sprinkler heads at the front entrance of the school and on all of SVTHS athletic fields. The Drafting Program also was the lead in creating a design for a portable stop sign for the Burlington Police Department, and the designing of a library book-drop box for the Wilmington Public Library. Through the capital budget process, the Drafting Program was able to procure Solidworks software. Solidworks is an industry-leader, design and drafting tool that is highly sought after on the drafting market. A Drafting student received a Bronze medal at the SkillsUSA State Competition for Architectural Drafting.

*Electronics:* The Electronics Program has moved forward with great success in training and certifying students to the J-STD-001E IPC Standard. Eight seniors successfully passed the Application Specialist course and received an official certificate from IPC. The Electronics Program had 89 percent of its seniors out on co-operative placement. A number of students participated in SkillsUSA with the Shawsheen Electronics Program competing at the Nationals in Kansas City for Mechatronics. The Department took the first step in introducing the Seven-Step Design Process used by industrial engineers. The Design Process includes brainstorming, troubleshooting and analyzing problems.

*Machine Tool Technology:* This has been another great year for Machine Tool Technology. The Program was able to recruit a full shop of freshmen who selected this shop as their first choice. This is the second consecutive year that the Program successfully recruited eighteen first-choice students. The latest version of Mastercam X7 has been installed on all thirty (30) of the Program's computers. This year's junior class had a great accomplishment by winning first place at the Lean Manufacturing Competition at the Eastec Tool Show, and being awarded a check for \$1,000 for the Machine Tool Technology Program. This project was made possible by two of the shop advisors – C.R. Machine and Spincraft – along with instructor Lawrence Retelle as the lead. Through the capital budget process, 20-HAAS Control Simulator Modules (CSMD) with dual software – mill and lathe – will be ordered for the classroom to be used by the students to gain an understanding of how these machines work. Co-operative placement numbers continue to be strong. The members of the Advisory Board are active and the number of members continues to grow.

*Metal Fabrication and Joining Technologies:* Metal Fabrication has worked on various welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for the new related room; new ramps for Auto Collision; a stool repair for the Middlesex House of Correction in Billerica; stop sign stands for the Burlington Police Department; metal building repairs for the Town of Billerica; and assisted in the new soccer field house construction. For the second consecutive year, SVTHS hosted the Annual Open House for the Boston Chapter of the American Welding Society (AWS). Through the capital budget process, the Program purchased two new swing-arm ventilation hoods and two new state-of-the-art welding machines. MITRE Corporation donated various pieces of equipment to our Program, including a



four-foot hydraulic press brake, a large capacity box and pan brake, and a vertical band saw. Mr. Patrick Ryan was hired, bringing a strong welding component to the Program.

#### Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2013. Those retirees are: Frank Botte, Computer Science & Internet Technology; Robert Cunningham, Assistant Superintendent-Director/Principal; James DeLuca, Science; Richard Flynn, Automotive; Robert McNally, School Psychologist; Gail Poulten, English; and Linda Swasey, Business Technology.

# Community Development Department

*Community Development  
Building*

*Zoning Board of Appeals  
Conservation Commission  
Community Preservation  
Committee*

*Board of Health  
Planning Board*

## Community Development

The Town of Tewksbury's Department of Community Development strives to manage and promote the highest quality of development by coordinating all land use matters in one department; providing information and creative recommendations based on sound planning practices; promoting and assisting sensible economic development; ensuring public health and safety by administering and enforcing applicable statutes, codes, bylaws and regulations; protecting the environment through conservation and wetland protection measures; and supporting other Departments in enhancing the community's quality of life.

The Department of Community Development consists of the following divisions; the Building Department, Board of Health Office, and the Planning and Conservation Office. Staff support is provided to four statutory boards: the Planning Board, Conservation Commission, Zoning Board of Appeals and the Community Preservation Committee. Administrative support is also provided to the Planning Board's Zoning Bylaw Subcommittee, the Local Housing Partnership, the Economic Development Committee, and the Green Committee.

Full time staff within Community Development include: Linda DiPrimio, Executive Secretary, Kyle Boyd, Planner/Conservation Agent and Steve Sadwick, Director. Dawn Cathcart continued to provide Recording Secretarial duties for the Planning Board, the Board of Health, and the Zoning Bylaw Subcommittee. Melissa Johnson serves as Recording Secretary for the Conservation Commission, Local Housing Partnership, Community Preservation Committee, Economic Development Committee, Green Committee and the Zoning Board of Appeals.

### *Master Plan*

The Town of Tewksbury's Master Plan was adopted by the Planning Board on September 15, 2003 and endorsed by the 2004 Annual Town Meeting. The Master Plan serves as the Town policy guidance document for future land use decisions.

In 2013, the Planning Board and Community Development Department started the update process with the Northern Middlesex Council of Governments (NMCOG). NMCOG serves as the Town's regional planning agency and has started worked on a number of technical updates to the master plan.

The following implementation items from the Master Plan were addressed:

A.4. Confirm priorities and clarify the vision for Tewksbury Town Center—Board of Selectmen created Town Center Master Plan Committee in November 2013.

A. 6. Maximize the benefits of open space-cluster design (OSRD). Planning Board submitted article to Town Meeting to update OSRD bylaw and delete cluster bylaw.

### ***Local Housing Partnership***

The Town's current MGL Chapter 40B affordable housing inventory is at 9.55%. Until the Town achieves 10% it will be susceptible to Comprehensive Permits that override local regulations including zoning.

The Partnership currently includes Steve Deackoff, Greg Peters, Jay Axson, Raymond White, Laura Kaplan and Ron Roy and advisory members Nancy Reed and Scott Wilson.

In 2013 ground was broken for the 33 unit affordable senior housing project on Livingston Street known as the Villas at Meadowview. This collaborative project includes Elder Services of Merrimack Valley, the Tewksbury Housing Authority and the Town of Tewksbury. The project is funded by the HUD 202 program and the Town's Affordable Housing Trust Fund and Community Preservation Funds.

The Partnership and the Town continued to work on preserving units that were expiring in their affordability requirement. The Partnership met with representatives of Habitat for Humanity of Greater Lowell and Community Teamwork, Inc.

The Partnership continues to investigate how to provide affordable housing utilizing tools provided by the State and local resources such as the Affordable Housing Trust Fund and Community Preservation Funds.

### ***Economic Development Committee***

The Economic Development Committee consists of the following members; David Plunkett - Chairman, David Gay – Vice Chair, Richard Montuori and Steven Sadwick.

The Tewksbury Economic Development Committee's mission is to promote Tewksbury's identity in the Merrimack Valley and Greater Boston area. With access to two Interstate Highways, I-93 and I-495, and its infrastructure capacities, Tewksbury is a desirable and convenient location for new and existing businesses. We acknowledge the contribution of the business community to our town and region's overall economic sustainability.

In 2013, the Committee met on 4 occasions to discuss marketing and outreach activities of the committee. The Committee met with a number of potential businesses that were looking to relocate and open in Tewksbury. In the Fall of 2013, the Board of Selectmen reconstituted the Committee and made new appointments at the end of 2013.

### ***Green Committee***

The Tewksbury's Green Committee continued to work on energy conservation projects in a number of municipal and school buildings. These projects were financed by the State's Division of Energy Resources. As the Committee closed out 2013, members were beginning to consider projects for the 2014 competitive grant round.

The Tewksbury Green Committee consists of James Duffy, Robert Fowler, Thomas Cooke, Kristen Polmeno, Todd Johnson, Steven Fugarazzo and Lorette Ryan.

### ***Other Initiatives***

The Department continues to work with the Planning Board's Zoning Bylaw Subcommittee in reviewing the Zoning Bylaw. Members of the Planning Board's Zoning Bylaw Subcommittee include Vincent Spada, Nancy Reed, and David Plunkett.

The Director of Community Development continues to serve on the Zoning Reform Working Group which is working to update the State statutes in both zoning and subdivision control. The Director also serves on the Regional Comprehensive Economic Development Strategies Committee.

The Department of Community Development had a successful year and looks forward to working cooperatively with the various boards, committees, commissions, departments and citizens in 2014, enhancing the quality of life in the Town of Tewksbury.

Respectfully submitted:

Steven J. Sadwick, AICP  
Director of Community Development



## Zoning Board of Appeals

The following is a breakdown of the activity on which the Tewksbury Board of Appeals acted during the year 2013:

2	Variances	2	Approved	
2	Amend Existing Variance	2	Withdrawn	
3	Special Permits	3	Approved	
4	Combination Variance/Special Permit	4	Approved	
3	Party Aggrieved	1	Denied	2 Withdrawn
1	Extension of Special Permit	1	Approved	

I would like to thank the public for their interest in the Board's activity. I also wish to thank my fellow Board members and the Community Development Department for their time and efforts on behalf of the Board.

Respectfully submitted,  
Robert Dugan, Chairman  
Zoning Board of Appeals

# Board of Health

The Board of Health (Board) is pleased to submit the 2013 annual report. The Board is comprised of the following five (5) elected officials: Philip French, Chairman; Charles Roux, Vice Chairman; Kathleen Brothers, Clerk; Edward Sheehan and Christine Kinnon, members.

The 2013 elections brought a new Board of Health member; Raymond Barry, who replaced Edward Sheehan. Mr. Sheehan has been on the Board of Health since April of 1994. After many years of service Mr. Sheehan decided to step down in January of 2013. Mr. Sheehan served on the Board in many capacities throughout his tenure and was a valuable asset to the Board. On Behalf of the Board, Health Department and myself, I would like to acknowledge and thank Mr. Sheehan for his years of dedicated service to the Board of Health and the community.

During the interim of Mr. Sheehan and Mr. Barry; Joseph Knight was appointed to the Board of Health. Mr. Knight served on the Board of Health from February 13, 2013 to April 6, 2013. On behalf of the Board, the Health Department and I, thank you.

The Board of Health is charged with the protection of public health. It is the Board's responsibility to develop, implement, and ensure the enforcement of health regulations and policies.

***The Board of Health's Mission is:*** "To protect the public and environmental health through health promotion initiatives, advising residents and businesses in compliance matters, and through fair and appropriate enforcement of local, state, and federal public health rules, regulations, bylaws and laws."

The Health Department's team members are dedicated to the community, knowledgeable of public health and the department's procedures. It is truly an honor to be the team leader of such a professional team; I look forward to working closely with each member. I am very confident that this team will continue to protect and grow with the community. Thank you.

Team Members:	Lou-Ann C. Clement, C.H.O.	Director of Public Health
	Dean Trearchis	Sanitarian
	Brian LaGrasse	Temporary Sanitarian
	Sarah Kinghorn, BSN, R.N.	Public Health Nurse
	Diane Joy	Senior Clerk Secretary
	Pamela Gorrasi-Thomas	Animal Inspector
	Dawn Cathcart	Recording Secretary

In May, Virginia Desmond the Public Health Nurse retired after 17 years with the Board of Health. Ms. Desmond was very active with the community and enjoyed being the Public Health Nurse. Ms. Desmond went above and beyond her required duties and was recognized by the Greater Lowell Health Alliance (GLHA). She received the "Civic Excellence Award." The GLHA defines this award as "... members of the community who exemplify the ideals of community service and volunteerism. Recipients are everyday citizens who are committed to helping others and improving the community by identifying and addressing issues of public concern." On behalf of the Board and the Health Department, I would like to say thank you.

On July 10<sup>th</sup>, 2013, Ms. Sarah Kinghorn joined the team as the Public Health Nurse. Ms. Kinghorn brings with her public health nursing experience to the team. She has already applied for grants and started a Friday morning Walking Club. Ms. Kinghorn has implemented a Shingle vaccination program for the un-insured and under the MA Department Public Health guidelines. She worked with the Tewksbury High School in their student "patient care assistant program" in administering TB skin tests. She joined and has become an active member of the Massachusetts Public Health Nurse Association. On behalf of the Board and the Health Department; we welcome Sarah to the team.

#### Upper Merrimack Valley Public Health Coalition (UMVPHC):

The Health Department continues to be actively working with the surrounding communities of Billerica, Chelmsford, Dracut, Lowell, Tyngsboro, and Westford in a regional coalition of UMVPHC for response to public health threats within the area. The coalition meets monthly preparing for a regional public health emergency response. Regional emergency responses are completed and we are actively testing them. This year, with help of the Coalition's Coordinator we updated our plans for the Town's Emergency Dispensing Sites.

#### Upper Merrimack Valley Medical Reserve Corp (MRC):

To complement the UMVPHC, we are a member of the MRC, which provides staffing support during clinics, emergencies, and other public events. At the end of 2012, they received a grant to help pet owners prepare for and keep their pets safe during emergencies. Seminars were held the first part of 2013 throughout the region.

#### Unwanted Medicines Kiosk:

The Lowell Health Department obtained a grant that supplied kiosks for "Unwanted Medicines" to the surrounding communities and with the help of Safety Officer Jennie Welch the kiosk is stationed in the Police Department's lobby. This kiosk is open to the general public and continuously provides opportunity for the residents to remove unwanted medicines and opioids from their home and out of our waste stream. Each year the amount of drugs disposed of into this kiosk have continued to increase. On behalf of the Board and this department we would like to say Thank you to the Lowell Health Department and Tewksbury Police Department.

#### Tewksbury Community Health Care Partners:

This group consists of representatives from the Town's assisted living facilities, adult day care programs, and nursing homes. We have been meeting quarterly since 2011. We are working on bringing the various groups homes into this group. We discuss various public health topics including emergency preparedness and working together.

#### Annual Health Fair:

The "Sixth Annual Health Fair" occurred with approximately 50 various health exhibitors including nutrition and exercise planners, massage therapists, pharmacies, funeral directors and much more. The general public enjoyed the event. We look forward to continuing this educational event next year and its growth.

#### Health Communities Tobacco Awareness Coalition:

As of a member of "Healthy Communities Tobacco Awareness Coalition" Director Ron Beauregard has performed individual educational trainings to our tobacco licensed establishments with regards to regulations and new tobacco products. This program started to perform compliance checks to ensure that our tobacco establishments are complying with the existing regulations regarding the sale of tobacco products to minors.

#### Drug Awareness Week:

The Board of Health's office participated in the second annual Drug Awareness week sponsored by the Police Department. Again this year's event had something for all ages. There were various discussions and presentations that started in the younger grades with a poster contest to the high school with a documentary video called "Overtaken." The evening event for all received a presentation from Jodi Barber a mother determined to educate as many parents as possible about the dangers of drug addiction. This office had student interns from UMass Lowell who created a new brochure about "Prescription Drug Abuse In My Community; What Can I do?" The interns and Board staff gave presentations to the seniors about what we can do and these same interns created a PSA about drug awareness.

#### Greater Lowell Health Alliance; Substance Abuse and Prevention Task Force:

We are a member of the Substance Abuse and Prevention Task Force and the group is comprised of surrounding communities of Billerica, Wilmington, Westford, Lowell, Dracut, Chelmsford and Tewksbury and other communities' organizations within the Greater Lowell area. It is geared towards the education and prevention of Opioids and more. Additionally; Lou-Ann Clement is on the group's Medical Marijuana sub-committee, which monitors the status of medical marijuana in our region.

#### Attorney General Abandoned Housing Initiative Program:

At the request of the Town Manager, this office has been working with the Attorney General's (AG) office under their "Abandoned Housing Initiative." This initiative was developed to provide communities with a tool to rid viable neighborhoods of blighted properties. We function as a partnership to turn these properties around. The AG office assists us with developing records, investigatory services, and possible court actions. We recently obtained a receiver who will help renovate certain properties under this program.



#### Water Fluoridation Quality Award

On behalf of the Board, I would like to congratulate Tewksbury's Water Treatment Plant. For the third consecutive year, that the Centers for Disease Control and Prevention (CDC) awarded Tewksbury's Water Treatment Plant the "Water Fluoridation Quality Award." CDC commends communities' water systems for their consistent and professional adjustment of water fluoride content to obtain the optimum level of oral health. Our water system is a method to prevent tooth decay and improve oral health to all of our residents.

#### Public Health Nursing Services

For the first part of 2013, Virginia Desmond, Public Health Nurse, continued to educate the public. She worked closely with other departments and team members; such as the Sanitarian and School District with the investigations of communicable diseases, food borne illnesses and immunizations. She and the Director attended and participate in Upper Merrimack Valley Public Health Coalition (UMVPHC) with emergency preparedness. The public health nurse also provides limited care and referral services to the public.

Sarah Kinghorn, started with the Board of Health in July 2013 and she now offers various clinics such as Flu, Pneumonia, Blood Sugars, and Blood Pressure Clinics. She works closely with individuals regarding the general public's medical topics. She pays close attention to up and coming public health topics by attending necessary informational meetings, seminars and trainings. She implemented a "Walking Club" to strengthen the Tewksbury resident's health.

Along with the Public Health Nurse's normal responsibilities, they both precept nursing students from various Massachusetts Colleges. Ms. Kinghorn is an active member in Massachusetts Health Officers Association (MHOA) and Massachusetts Public Health Nurse Association (MPHNA).

#### Environmental Activities

Mr. Dean Trearchis, Sanitarian and Ms. Lou-Ann Clement, Director attended miscellaneous seminars regarding emergency preparedness and response, Substance Use and Prevention and Medical Marijuana Task Force Meetings, IPAD trainings, HazMat Seminars and more. Ms. Clement and Mr. Trearchis are both active members in Massachusetts Health Officers Association (MHOA). Additionally, Mr. Trearchis was been on a leave of absence since May and Mr. Brian LaGrasse, Temporary Part Time Sanitarian joined the team in September, 2 days a week. Mr. LaGrasse brings his public health experienced and has helped the department tremendously with our jammed pack work load.

Beyond the activities of investigating complaints, inspecting various businesses and establishments; the Environmental section performs investigation and follow up of animal bites and continuously monitor numerous beaver dams throughout the Town. Monitoring is performed on a regular basis to observe beaver activity.

### **Animal Inspector Activities**

The Animal Inspectors are responsible for inspecting all livestock and the facilities, complete the state required barn book, and investigate animal bites and quarantine animals as necessary.

### **TEWKSBURY BOARD OF HEALTH 2013 ACTIVITY REPORT**

**\$59, 638.42 REVENUES RECIVED**

#### **INSPECTIONS CONDUCTED**

Animal Routine	026	Miscellaneous	023
Body Art	002	Mobile Food	001
Complaints Received	376	Mutual Aid	035
Complaints Investigated	611	Offal/septic/medical truck	050
Court Appearances	031	Piggeries	003
Dumpster	028	Recreational Camps	001
Environmental	014	Septic System Abandonment	173
Farm Site Visits	002	Site Plan Reviews	010
Food	163	Swimming Pool	021
Grease Tanks	017	Tanning Booth	003
Group Homes	003	Temporary Food Inspections	018
Hotel	005	Tight Tank Inspections	006
Ice Rink	003	Title V waiver Inspection	001
Livestock	021		

#### **PERMITS ISSUED**

Animal Permits	016	Mobile Food Permits	001
Body Art Establishment	001	Offal/Solid/Medical Waste Hauler	117
Catering	001	Piggery	002
Dumpster Permits	037	Pools	014
Food Service Permits	189	Recreational Summer Camps	001
Frozen Desserts	015	Retail Tobacco Sales	038
Funeral Directors	006	Septic Abandonment	012
Hotels/Motels	006	Tanning Booths	002
Ice Rinks	001	Temporary Food Permits	005
Installer License	017	Trailer Parks	001
Milk Permits	002		

#### **NURSING ACTIVITIES**

Ambulances	001	Off Site Visits	001
B12 Shots	004	PPD Planted	002
Blood Pressure	162	Pet Sheltering Clinic	001
Blood Sugars	012	Nursing Student(s) Preceptor	001
Consultations	010	Seasonal Flu Clinics	006
First Aid	014	Shingles Vaccinations	016
Individual Health Education	389	Trainings	007
Hepatitis B Vaccine Clinic	005	Vaccinations	060
Home Visits	074		

## COMMUNICABLE DISEASES INVESTIGATIONS

Campylobacter	011	Hepatitis C Chronic	022
Giardia	002	Influenza	003
Group A Strep	002	Latent TB	004
Group B Strep	004	Lyme	033
Hepatitis A	001	Measles	001
Hepatitis B Chronic	008	Mumps	001
Norovirus	001	Shigella	002
Pertussis	004	Tuberculosis	001
Salmonella	009	Varicelli	001
Strep Pneumonia	002	Vibro sp.	001
Shiga Toxins	003		

## ANIMAL INSPECTOR ACTIVITIES

Cattle Inspections	006	Quarantines	015
Farm Inspections	005		

I would like to take this opportunity and thank the Board of Health members Philip French, Charles Roux, Raymond Barry, Christine Kinnon, and Kathleen Brothers, the Health Department team members, Diane Joy, Senior Clerk Secretary, Sanitarian Dean Trearchis, Public Health Nurse Sarah Kinghorn, Animal Inspector Pamela Gorrasi-Thomas, Recording Secretary Dawn Cathcart and our newest member Brain LaGrasse, Temporary Sanitarian for their dedication and service to the community.

Respectfully submitted:  
 Lou-Ann C. Clement, C.H.O.  
 Director of Public Health



# Building Department

Edward P. Johnson is the Building Commissioner. He has held that position since June 2009 and prior to his appointment, Edward had been Assistant Building Commissioner for 13 years. He is responsible for all permits, inspections and zoning investigations. Dawn Cathcart and Nancy O'Keefe are both Nationally Certified Permit Technicians who track all these permits, provide staff support and have both demonstrated the expertise in maintaining an excellent office environment and quality customer service. Robert Armstrong is a part-time local inspector to help with the work load. In addition, Harold Sullivan is the part-time electrical inspector and Paul Wild is the part-time plumbing inspector.

Nancy and Dawn handle all DPW permits including trench, street opening and driveway permits. For 2013, the following DPW permits were issued:

Type of Permits	# of Permits	Fees Collected
Trench Permits	227	\$9,170
Street Opening Permits	88	\$10,050
Physical Alterations (Driveway) Permits	73	\$8,330

In 2013, there were 959 building permits issued with a value of work of approximately \$32,016,276. This generated \$342,883 in building permit fees. The number of associated permits (i.e., electrical, plumbing, gas, sheet metal) remained consistent with previous years.

Present activity includes these major housing subdivisions:

	Bella Woods (East Street)	Meadow View Retirement Facility	Hawthorne Retirement Group
Total # of units:	117	33	124
Permitted to date:	32	1 Building	1 Building
Occupied to date:	5	0	0

Commercial projects included:

Various Tenant Fit-ups for Restaurants, Office and retail space.  
Staples Headquarters - 836 North Street – 495 Business Center  
Children of America – 10,000 SF Day Care Facility – 1563 Main Street  
Metal Office and Warehouse Building – MDR – 1693 Shawsheen Street  
Remodel of Clubhouse – Shawsheen Place  
Addition to Abut's Liquors – 9,000 SF – 1768 Main Street

Additionally, the department issued 647 wiring permits, 970 plumbing/gas permits, 87 sheet metal permits, 188 sewer entry permits, 17 sewer connection permits, and 100 water permits. Certificates of Inspection were issued to 95 establishments such as restaurants, function rooms, churches and schools or any place of assembly. The Inspectors for the Building Department performed over 2500 inspections.

ON THE HORIZON: (proposed projects to start during 2014)

Robertson Estates – 26 Single Family Homes. Roadway constructed – Andover St  
Carter Commons – 80 Multi-Family Dwelling Units – Victor Dr/Main St  
Town Hall Renovations  
Eddies Way – 4 Single Family Homes

Following is a breakdown of permits issued during 2013.

Respectfully submitted,

Edward P. Johnson  
Building Commissioner

# BUILDING PERMITS by CATEGORY TOTALS

Permits Issued:	1/1/13	thru	12/31/13
	<u>NUMBER of PERMITS</u>	<u>VALUE</u>	<u>FEES</u>
Com ADDITION	4	\$902,100	\$9,555
Com CERT of INSP	95	\$0	\$8,424
Com FOUNDATION	1	\$0	\$100
Com MISC	16	\$820,830	\$8,710
Com NEW BLDG	2	\$1,785,000	\$18,150
Com RENOVATION	33	\$3,932,701	\$40,755
Com ROOF	2	\$74,310	\$1,570
Com TEN FIT-UP	17	\$2,539,030	\$27,668
Mun ADDITION	1	\$0	\$0
Mun RENOVATION	2	\$15,800	\$0
Res 40A FEE	2	\$0	\$600
Res ADDITION	39	\$2,840,673	\$30,420
Res DECK	48	\$596,797	\$8,275
Res DEMO	22	\$762,500	\$3,220
Res FAMILY SUITE	12	\$575,742	\$6,960
Res FOUNDATION	64	\$0	\$1,675
Res MFD	3	\$0	\$225
Res MFD/55 - THA	1	\$3,000,000	\$0
Res MISC	7	\$143,194	\$1,650
Res NEW SFD	45	\$8,065,280	\$83,392
Res POOL	33	\$381,176	\$4,975
Res RECORDING	12	\$0	\$6,000
Res REINSPECTION	3	\$0	\$200
Res RENOVATION	259	\$3,550,092	\$46,261
Res ROOFING	100	\$742,102	\$11,130
Res SHED	28	\$136,358	\$1,615
Res SIDING	53	\$915,053	\$11,075
Res WOOD STOVE	20	\$18,056	\$1,000
SIGNS	30	\$172,930	\$8,393
TEMP TRAILER	5	\$46,552	\$885
<b>BUILDING TOTALS:</b>	<b>959</b>	<b>\$32,016,276</b>	<b>\$342,883</b>
Plumbing	533		\$39,965
Gas Permits	437		\$13,700
P&G Reinspections	4		\$100
Electrical Permits	647		\$50,526
Electrical Reinspections	1		\$25
Sheet Metal Permits	87		11,466
<u>SEWER &amp; Water</u>			
Sewer App	188		\$9,630
Sewer Plumbing 116	\$4,640		
Sewer Connections (Tap)	17		\$239,580
Water Permits	100		\$119,305.54

# Conservation Commission

The Conservation Commission consists of five members, all of whom are appointed by the Board of Selectmen. The Conservation Commission members are Chairman Stephen Deackoff, Vice Chairman Anthony Ippolito, Dennis Sheehan, Sean Czarniecki and Carolina Linder.

The Conservation Commission is responsible for administering the Tewksbury Wetland Protection Bylaw and the Massachusetts Wetland Protection Act, 310 CMR 10.00 (M.G.L. Chapter 131, Section 40). The Commission's goal is to protect wetland resource areas, buffer zones, vernal pools, riverfront areas, related water resources areas, water quality as well as Open Space in the Town of Tewksbury.

All applications submitted to the Conservation Commission for projects require a public hearing to be held. When all the information for an application is submitted, the Conservation Commission votes to either approve or deny the permit. If approved by the Commission, an Order of Conditions is issued which will provide the mitigation to protect the impact on wetland resource areas as well as related water resource areas. If a permit is denied, the applicant can appeal the decision to the Massachusetts Department of Environmental Protection and the Massachusetts Superior Court.

In 2013, the Conservation Commission Administrator performed many site visits.. All projects located within 100 feet of wetlands and 200 feet of a river and 100 feet from an intermittent stream require a Notice of Intent for proposed work. When an Order of Conditions is then issued, and the project is complete, a Certificate of Compliance is issued. Some projects include single family dwellings, additions, in-ground pools, large multiple housing units, commercial buildings, the sewer improvement work and the drainage and maintenance program by the Tewksbury DPW.

The Conservation Commission has worked diligently in 2013 to protect the natural resources in Tewksbury as many parcels of land are under the management of the Conservation Commission for use as Open Space. All proponents of certain activities within 100 feet of a wetland resource area and within 200 feet of perennial streams and within 100 of intermittent streams are advised that permits from the Conservation Commission are required to comply with local and state regulations as well as federal regulations. The Tewksbury Wetland Protection Bylaw stipulates a 25 foot no disturb zone and a 50 foot no build zone adjacent to the wetland resource area as well as regulated activity within 200 feet of a vernal pool, 200 feet of a Perennial stream or river and within 100 feet of all intermittent streams. Additionally, the Tewksbury Conservation Commission acquired the property located at 2000 Whipple Road. Its close proximity to the Shawsheen River currently serves as a riparian buffer and has additional potential value for recreational and conservation.

The Conservation Commission meets on the first and third Wednesday of each month. All Conservation Commission meetings are open to the public and held in the Town Hall Auditorium beginning at 7:00 P.M. and are televised on the local cable channel.

The Conservation Office which is part of the Department of Community Development is located in the DPW Building located at 999 Whipple Road and is open to the public from 7:30 A.M. to 4:30 P.M. Monday through Friday.

Respectfully submitted,  
Kyle Boyd  
Conservation Administrator



# Planning Board

The Tewksbury Planning Board consists of five-elected town residents. The Planning Board Officers are Vincent Spada, Chair, David Plunkett, Vice Chair, and Nancy Reed, Clerk. Other members of the Board include Stephen Johnson and Robert Fowler.

The Planning Board reviews all new commercial projects and residential subdivisions proposed for construction in Town. The Planning Board, working with the Building Commissioner and the Community Development Director, is responsible for ensuring that new developments comply with land use regulations. The Planning Board strives to strike a balance between a landowner's right to develop and the interests of neighbors and the Town as a whole.

The Planning Board issued fourteen special permits for various projects ranging from signs, cellular antenna locations and open space residential design (OSRD) subdivisions. Nineteen residential lots were created under the three approved OSRD subdivisions.

The Planning Board endorsed seven plans that were found not to require subdivision approval. The Planning Board also approved eight non-substantial determinations, one extension of special permit and one modification to a special permit.

In addition to fulfilling its statutory duties as a special permit grant authority and subdivision control authority, the Planning Board continued to support additional initiatives. Members of the Planning Board's Zoning Bylaw Subcommittee include David Plunkett, Nancy Reed and Vincent Spada. The Subcommittee proposed nine articles for Town Meeting action.

Board members are very active serving as representatives to the Northern Middlesex Council of Governments-David Plunkett, Local Housing Partnership-Nancy Reed, Community Preservation Committee-Nancy Reed, Economic Development Committee-David Plunkett, Tewksbury Green Committee- Robert Fowler.

The Planning Board is committed to a long term effort to implement the Master Plan's vision, goals and recommendations to enhance future growth and land use and improve the quality of life for Tewksbury residents. In 2013 the Planning Board will begin an update of the 2003 Master Plan.

Respectfully submitted,

Vincent Spada, Chair  
Planning Board

# Community Preservation Committee

The Community Preservation Committee ("CPC") includes representatives from town boards and committees and one at large citizen member. In 2013, the CPC members were: Nancy Reed, Donna Pelczar, Doug Sears, Tom Churchill, Linda Brabant, Steve Deackoff and Richard Montuori.

The Community Preservation Act ("CPA", MGL Chapter 44B) is statewide enabling legislation allowing cities and towns in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (plus state matching funds) to be used for open space preservation, creation of community housing, preservation of historic buildings and landscapes, and creation of recreation opportunities.

The CPC requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70% of each year's funds can be spent or reserved in any of the four areas. In addition, up to 5% of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC.

All CPA funding requests require the recommendation of the project by the CPC to Town Meeting, and a majority vote of Town Meeting.

The CPC is currently overseeing or saw completion of the following projects in 2013 that were awarded by previous Annual Town Meetings (ATM) and Special Town of Meetings (STM):

Livingston Parks/Recreation, Drainage – Awarded STM, May 9, 2007 - \$150,000. Recreation sought funds to keep the park's land areas from further harm by providing proper drainage to the Recreation areas that are threatened due to improper drainage. Costs also include Survey and Engineering. This project is currently pending land transfer from the State of Massachusetts. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Rehabilitation Project – Awarded STM Oct. 5, 2010. The Town of Tewksbury sought funds to rehabilitate our historic Town Hall. CPA funds were approved at town meeting totaling \$6,103,303. This project honors the historic architectural significance of the structure and its surroundings, while serving future residents in a manner consistent with its original intended use. In 2011 a Project Management firm was selected, in 2012 an Architect was chosen. Continued design will proceed and construction is anticipated to begin in 2014.

Long Pond Remedial Action Section 319 Grant Application Matching Funds – Awarded STM October 2009, \$120,000 from the Community Preservation Fund's Open Space Reserve Account to be expended subject to a successful Clean Water Act, Section 319 Grant Award of up to \$225,000 for implementation of approximately 25 of the 164 restorative and protective action locations (BMPs) as described in the 2008 Long Pond Study. The Grant requires a 40% match and the set aside of these CPA funds will allow the Town to apply for the Grant. State approval of the grant award has been received as well as final approval from the EPA in 2011. The project is underway, including neighborhood outreach and High School student participation in the field and in class.

Livingston Street State Cemetery Preservation, Clean-up and Fence - Awarded STM October 2009, \$15,000 to clean-up and fence-off an existing State Hospital Cemetery which is on a portion of the land to be transferred to the Town, subject to the Tewksbury State Hospital and State Division of Asset Management transfer of land known as the Saunders Recreational Facility to the Town of Tewksbury. May Town Meeting 2010 approved an additional \$27,000 for additional funding for the fence, which is proposed to be a wrought iron style rather than the previously approved funding for a chain link style fence. The State has agreed to transfer this land, as of this writing, the Town and the CPC await final deed transfer to move ahead with this project.

Town Hall Records Preservation - Awarded STM October 2009, \$50,000 from the Community Preservation Fund's Historic Preservation Reserve Account to be expended by the Town Clerk to recover, preserve and protect Town records and archives. Part of this project is to fund recovery of 225.5 cubic feet of damaged documents due to water damage and high humidity in the Town Hall. This effort will be coordinated with the renovation and preservation of the Town Hall. Also awarded are \$375,000 CPA funds at May Town Meeting 2010 to complete this project.

In 2011, the Town Clerk began the comprehensive project to digitize all of the 80,000+ vital records at the Town Hall, to be completed in early 2012. In addition to the preservation of the records, this digitalization will increase efficiency at the Town Clerk's office by enabling staff to retrieve records directly from their desktop computers.

In 2013, the Town Clerk oversaw the temporary relocation of the Town Hall to the Pike House. The awarded 2009 damaged archives project was completed and the 2010 awarded project has begun.

In May 2011 an application was submitted and subsequently in November 2011, the U.S. Department of Housing and Urban Development announced its 5.3 million dollar grant award for the HUD Section 202 Senior Housing in Tewksbury. In May 2008, Town Meeting approved Tewksbury Community Preservation Funds of \$150,000 which were attached in support of the grant application for construction of 32 Affordable Senior Supportive Services Housing units off Livingston Street, near Saunders Circle. Construction began late Spring 2013. This housing is on schedule to open in June 2014.

Ella Flemmings School: In May 2012, the School Department was awarded \$275,000 in CPA funds to rehabilitate the historic Ella Flemmings School, 1503 Andover Street, including expenses as necessary for replacement of the boiler and exterior rehabilitation including roof, trim boards, doors, windows, siding, exterior paint and the like. In 2013 the Town and the School Department sought an architect to oversee this project.

Five New Tennis Courts: In October 2012, the Town voted to appropriate the sum of \$375,000 to create a new recreational use through construction of 5 new tennis courts and associated fence on the campus of Tewksbury Memorial High School, at the request of the Town Manager and the Friends of Tewksbury Tennis. Construction began Summer 2013 and is almost completely finished as of this writing.

Tewksbury Rail Trails Study: At May Annual Town Meeting 2013, the Town voted to approve \$35,000 for the purpose of developing a bicycle and walking trails feasibility study. A Bicycle & Pedestrian Advisory Committee has been established by the Selectmen and work progresses to begin this Study.

Wamesit Indian Statue Restoration: At May Annual Town Meeting 2013, the Town voted to appropriate the sum of \$7,500 for the restoration and preservation of the Wamesit Indian Statue. This included a soft sandblasting to remove corrosion, replacement of bronze patina and the addition of a protective coating. This project was completed in the fall of 2013.

Athletic Field: At May Special Town Meeting 2013, the Town voted to approve \$600,000 for the construction of an Athletic Field at the new High School campus. This project had matching funds from a PARC Grant and private funds from the Friends of the Tewksbury Athletic Complex. This project was completed in the fall of 2013.

Playground Rehabilitation: At October Special Town Meeting 2013, the Town voted to approve \$350,000 to rehabilitate existing playgrounds at the Town's Elementary Schools, the playground site at Livingston Street Recreation Area, including and surrounding Funway Park.

The Community Preservation Committee looks forward to working on these and future proposals that contribute to the overall community benefits inherent to the Act.

Respectfully submitted,

Nancy Reed, Chair  
Community Preservation Committee



# Finance Department

*Accounting Reports*

*Board of Assessors  
Computer Services*

*Treasurer's Cash*

## Auditors Report

## General Fund Balance Sheet

### GENERAL FUND BALANCE SHEET June 30, 2013

#### ASSETS

General Cash		7,863,212.08
Collector	300.00	
Appeals	200.00	
Schools	50.00	550.00
Uncollected Taxes:		
Personal Property:		
	53.04	
	54.32	
	121.44	
	169.52	
	821.86	
	1,921.14	
	12,687.58	
	5,379.53	
	6,408.08	
	5,770.00	
	16,579.36	
	14,166.44	
	20,841.69	
	23,587.75	
	30,420.29	138,982.04
Real Estate:		
	-	
	832.85	
	5,511.67	
	9,169.22	
	694,509.01	710,022.75
Motor Vehicle Excise:		
	(0.60)	
	14,290.23	
	15,926.43	
	16,716.52	

	16,301.29	
	15,758.87	
	25,888.62	
	60,728.88	
	321,766.81	487,377.05
Boat Excise:		
	169.00	
	970.00	
	1,301.00	
	1,650.00	
	1,751.00	
	1,780.00	
	1,597.00	
	1,492.00	10,710.00
Other Receivables:		
Tax Liens/Titles/Possessions	2,567,114.72	
Taxes in Litigation	-	
Deferred Taxes	231,934.99	
38D	-	
Ambulance Services	1,083,728.93	
Trash Carts	1,738.00	
Veterans Services	274,627.21	
Due From State	-	
Due From Employees	382.26	4,159,526.11
<b>TOTAL ASSETS</b>		<b>13,370,380.03</b>
<b><u>LIABILITIES/RESERVES</u></b>		
Warrants Payable		34.49
Accrued Payroll		0.00
School Accrued Payroll		2,136,063.07
Payroll Withholdings Payable:		620,442.69
Allowance for Abatements:		
	4,000.00	
	50,742.87	
	111,014.24	
	241,207.96	
	438,802.44	
	494,482.94	
	402,006.36	
	258,372.25	2,000,629.06
Unclaimed Property:		
Abandoned	12,735.12	
Tax Refunds	19,622.91	
		32,358.03
Taxes Paid in Advance		

**Deferred Revenue:**

Real/Personal Taxes	(1,151,624.27)	
Supplemental RE Taxes	-	
Tax Titles/Possessions	2,567,114.72	
Deferred Taxes	231,934.99	
Motor Vehicle Excise	487,377.05	
Boat Excise	10,710.00	
Ambulance Service	1,083,728.93	
Trash Carts	1,738.00	
Veterans Benefits	274,627.21	3,505,606.63

**TOTAL LIABILITIES****8,295,133.97****Fund Balances:**

Encumbrance Reserve	497,988.56
Reserved for Expenditures	591,995.00
Teachers Pay Deferral	(866,732.00)
Petty Cash	550.00
Unreserved/Undesignated	4,491,471.99
Reserved for Future Year Debt	826,967.17
Snow/Ice Deficit	(466,994.66)

**TOTAL FUND BALANCES****5,075,246.06****Total Liabilities/Fund Balances****13,370,380.03****SPECIAL FUNDS****Town Revolving/Grant Accounts**

Insurance <20K Police	1,654
Insurance <20k DPW	2,504
Arts Lottery	5,429
Planning Engineering	172
Planning Sidewalks	34,520
Recreation Programs	-
Planning Consult-Existing	2,028
Planning Consult-New Projects	60,796
Conservation Consult-New Projects	9,637
ZBA Comprehensive	14,900
SASO Deposits	21,585
Stormwater	1,920
Street/Traffic Signs	758
Community Preservation Fund	2,025,240
Parks & Recreation	11,402
Record Preservation	38,145
COA Revolving	(1,381)
BOH Emergency Kits Revolving	-
GIS Revolving	52,720
Tax Title	45,444
State Election/Primary	30,011
Selective OT	(266)
BT Response	1,235
COA Grant	14,880
Library LSTA	766



Library Aid State Grant	26,528
SAFE Grant	2,696
Municipal Recycling Incentive	1,368
Bulletproof Vests	7,313
Hazard Mitigation Grant	99,734
PARC Program	(250,000)
Assistance to Firefighters Grant	1,952
FED Equitable Sharing	41,710
Priority Dev. Site Chap 43D	10,934
State 911 Training Grant	(16,452)
Traffic Enforcement	(1,000)
Long Pond BMP 319 Grant	(20,007)
Green Community	(38,663)
FY10 Assistance to Fire Fighters	(6,926)
FY10 EMPG FD	(37)
Reg. Resiliency Assess	(8,434)
Child Passenger Safety	(758)
Rte 133 Improvements	27,367
Cable TV Gift	22,379
DARE Gift	220
Fire Gifts	1,985
Thermal Camera Gift	351
Dog Pound Gift	500
Vicor Sewer	6,584
Homecoming Gifts	2,060
Library Gifts	6,132
Hydrant Gift	229
Recycling Committee	3,161
Police Gifts	4,537
DPW Gift	250
Tax Assistance	8,607
Town Manager Gifts	91
Hanover	194,158
Library Scholarship	24
Praxair/Library Gift	103
Dog Gifts	83
Tewksbury Economic Development	47
Planning Brd Gifts	32,350
MIIA- Sewer Plow Monitor	(5,000)
March 2010 Storm Damage	212,982
Boston Marathon Bombint	(18,621)
East Street Water Service Gift	15,000
Walmart/Wamesit Indian	21,711
Shawsheen Place	1,488
Weights/Measures Fines	1,252
Drug Forfeitures	15,994
COA Stipends	1,170
Conservation Engineering	2,540
Wetlands Protection Fund	29,219
Police Special Detail	112,775
Fire Special Detail	3,901
Community Dev Sewer Design	575
St. Claire Sewer Escrow	40,200
Youth Football Phone	41
Dog Fund	24,423

Sporting Fees	591
Fire Hazmat	5,554
Recycling/Composting Bins	2,304
ZBA Consulting	763
Woburn Street Improvements	25,000
Drainage Deposits	10,000
Bond Revocation	10,000
Disaster Relief	1,433
Compensation Funds	3,181
Oakdale Plaza	48,000
Firesetters Intervention Program	563
MAPC Police Training	1,736
Pl Bd Affordable Housing	40,000
Code Enforcement	200
Revaluation	<u>911</u>

Total Town Revolving/Grant Accounts	<u>3,145,161</u>
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**School Revolving/Grant Accounts**

School Lunch	296,225
Athletics	48,600
Textbooks	3,132
Adult Education	32,428
School Facilities Rental	19,740
Extended Day	76,685
Dewing Insurance <20K	6,880
Heathbrook Insurance <20K	2,188
High School Insurance <20K	110
Ryan School Insurance <20K	2,541
Trahan Insurance <20K	14
Heathbrook Rental	11,604
Pre School	78,931
Full Day Kindergarten	289,233
Special Ed Circuit Breaker Reimb	915,766
H S Parking Fees	1,225
H S Clubs	62,664
H S Athletic Fees	71,287
Wynn Sch Athletics	13,634
Wynn Sch Clubs	6,488
Ryan Sch Clubs	4,483
PSAT	4,855
P.A.L. Custodians	(682)
Recreation Custodians	(458)
School Rec	3,526
School rec Basketball	5,439
Community Ed-Rec	16,155
Team Chair	2,481
Academic Support	332
Project Charlie	667
Remedial Reading	1,342
Early Childhood	(3,702)
Sped Improvement	(1,557)
Sped 240 Grant	(10,128)
Enhanced Health	720
Enhanced Education	20

Improving Educator Quality	(19)
Fuel Up to Play 60	2,226
Big Yellow School Bus	1,200
K12 Literacy Partnership	(3,250)
Crisis Intervention	197
High School Partnerships	(414)
Title 1 School Support	(13,003)
Title IIA-Education Quality	(23,728)
Music Drives Us	4,391
HB Verizon Award	2,464
Verizon FIOS Campaign	1,475
Digital Gift	2,287
School Technology Gift	205
Walmart Gift	1,625
DARE	442
School Gifts	19,457
Scholarship Gifts	1,000
Space Day	2,608
Lan Gift	250
Scholarship Fund	640
Education Fund	3,012
Tewksbury Rocks	293
TMHS Band Gift	500
E-Rate	32,425
HS Gifts	1,274
Long Range School Space Planning	3,034
Total School Revolving/Grant Accounts	<u>2,003,454</u>

#### **Capital Projects**

Water Plant Expansion	8,000
Wash Bay/Windows	40,643
Center Fire Improv	10,000
DPW Building Improv ATM 5/01	100,000
River Rd Water Imp ATM 5/0	116,847
Town Hall CPA Restoration	1,444,512
Annex Roof STM 10/29 Article	52,959
Ella Fleming School CPA	275,000
Long Pond	120,000
Wamesit Indian Statue	7,500
Rail Trail	35,000
Athletic Field	430,866
Tennis Courts	375,000
TMHS Construction STM 3/10	<u>4,521,518</u>
Total Capital Projects	<u>7,537,845</u>

#### **Articles**

Town Manager	43,118
	15,552
Accounting	376,987
	132,909
	58,539



Assessor	100,000
Police	38,661
Fire	28,290
	1,960
School	81,092
	221,480
	253,960
	89,645
	29,774
	3,631
DPW	747
	5,800
	169,985
Total Articles	<u>1,652,132</u>
<b>Sewers</b>	
Phase IV	-
Fire Station/Trahan	=
Total Sewers	=
<b>Mass Highway Grants</b>	
Chapter 90 Projects	(465,883)
Chapter 90 East/Livingston Traffic Lights	(1)
Chapter 90 Dascomb/East Sign	(17,686)
River Road	(5,805)
Chapter 90 East St Roadway & Drainage Improvement	<u>(5,615)</u>
Total Mass Highway Grants	<u>(494,990)</u>
<b>Trusts</b>	
Conservation	83,475
Foster	25,273
Pierce	1,669
Cemetery	23,508
Stabilization	2,756,785
Fairgrieve	184,239
Mahoney	1,545
Friend's of Library Endowment	27,231
Affordable Housing	2,339,157
Fire Equipment Stabilization	11,179
Fire Gear Stabilization	-
OPEB	-
Health Insurance	6,023,193
Occupational Injury	-
Health Insurance Mitigation	<u>127,000</u>
Total Trusts	<u>11,604,252</u>
<b>Bank Books/Bonds in Treasurer's Custody</b>	
Planning Projects	344,610

Conservation Commission	209,830
Sewer Installers Bonds	35,500
Snack Bar Sec. Dep	<u>288</u>
Total Bank Books in Treasurer's Custody	<u>590,228</u>

**Agency Funds**

Deputy Collector	(189)
Criminal History Board	(10)
Parks Security Deposit	1,300
Teen Center Snack Bar Deposit	-
Special Details	5,639
Real Estate Deposits	-
Student Activities	90,062
ZBA Deposits	31,163
Invoice Cloud	70
Action Ambulance	
Total Agency Funds	<u>128,036</u>

**Debt Outstanding**

Library	635,000
Police Station	235,000
Annex Roof Repairs 10/9 #7	90,000
Ryan School	750,000
Center School Tank	40,000
DPW Tank Removal	40,000
Town Hall Annex	90,000
Sewer Phase 4 Town	764,774
Sewer Phase 5 Town	105,076
Sewer Phase 4 Trust	614,750
Sewer Phase 5 Trust	511,471
MWPAT 2 10/04	5,335,667
WTP Sludge	30,200
Water Mains 5/96	130,000
WTP Expansion	639,800
Water Mains 10/98	75,000
WTP Expansion 3	1,114,000
Water Anthony Rd	164,000
Seneca Road Sewer	223,000
Water System 10/03	580,000
Brentwood/Kendall Water	100,000
Water System 5/03	128,500
Sidewalks	40,000
Town Wide Sewer 5/6/08	330,000
Town Wide sSewer STM 10/02 #1	83,165,650
Water System PH8 10/04	462,000
Refi Ryan School	5,610
Refi "00" Water	284,330
Refi "00" Bldg Remodel	80,090
Refi "00" Bldg Fire	471,090
Refi "00" Sewer One	117,590
Refi "00" Sewer Two	19,695
Refi "02" Water	126,000
Refi "02" Water Treatment	36,000

Refi "02" School One	855,000
Refi "02" School Two	1,485,005
Refi "02" Sewer Bonds	152,995
Refi Town Hall Annex	46,595
Water Meters 5/06 #11	50,000
Fire Hydrants 5/06 #10	48,000
Water Tank	195,000
Water Shawsheen St 5/06 #9	24,000
Wash Bay & Windows	10,000
Water System Improv 5/06 #8	420,000
Sutton Brook Rem 10/05 #2	40,000
Senior Center Const	2,670,000
Fire Hydrants 5/05 #12	48,000
Water Sys Improv 5/05 #10	180,000
Water Meters 5/05	220,000
Water Interconnect 5/05 #3	28,000
Repair Sewer Pumps 5/05 #15	1,510,000
Water System Improv 5/07 #9	160,000
Fire Hydrants 5/07 #10	60,000
Water Meters 5/07 #11	500,000
Water Storage Expan 5/08 #12	275,000
Fire Hydrants 5/08 #11	10,000
Water Meters 5/08 #12	450,000
Water Meters 5/09 #10	540,000
Fire Hydrants 5/09 #9	10,000
Water Meters 5/10 #9	400,000
Sewer Pumps 5/07 #15	360,000
TMHS Study 5/08 #2	560,000
DPW Building 5/09 #15	140,000
Ames Hill Tank 5/09 #18	350,000
Water River Rd 5/06 #16	410,000
MRS Early Retirement 5/09 #17	900,000
TMHS Construction 3/10 #1	27,900,000
School New Elem 3/97 (Reti)	-

Total Maturing Debt

138,541,888

**Loans Authorized/Unissued**

Sewer Pumps 5/05 #15	-
TMHS Study 5/08 #2	-
DPW Building 5/09 #15	100,000
Water River Rd 5/09 #16	-
MRS Early Retirement 5/09 #17	-
Ames Hill Tank 5/18 #18	25,000
Annex Roof 10/09 #7	-
Annex solar Panel 10/09 #8	85,000
TMHS Construction 3/10 #1	13,766,582
Road Drainage Improvements 5/10 #2	3,000,000
Water Meters 5/10 #9	-
Town Hall STM 10/10 #3	4,600,000
Water System Improvement 5/05 #10	-
Town Wide Sewer 5/08 #1	-
Bike Path 10/97 #9	-
Senior Center Exp 5/01 #8/23	-



Michael St  
Waterlines 5/12 #17

-

Total Loans Unissued

21,576,582

**DEBT ACTIVITY**

	<b><u>Principal</u></b>	<b><u>Interest</u></b>
Senior Center	220,000	126,375
DPW Building	20,000	4,700
Police Station	240,000	10,063
Library	160,000	21,050
Fire Station	611,110	20,758
Ryan School	376,490	50,165
Wynn School	2,600,000	63,635
School Furn/Compt	-	-
Center School Tank	10,000	1,325
Main St Sewer	-	-
Phase 4 Town	285,975	3,841
Phase 5 Town	42,774	643
Seneca/Navillus	6,000	10,104
MWPAT Sewer	261,254	15,776
Green Meadow	170,000	4,161
Sewer Pump Station	20,000	13,250
Master sewer	3,003,400	3,719,374
Water Meter (River Rd)	55,000	15,400
Water Meters	50,000	15,000
Town Hall Annex	96,185	6,847
Truck/Bay Windows	20,000	2,225
Sidewalks	12,089	-
Sidewalks	-	-
Building Roofs	10,000	4,526
DPW Tank Removal	92,600	1,175
Water Mains ATM 5/96	30,000	4,281
WTP EXP Residuals 3	488,766	32,010
Water Mains STM 10/98	15,000	2,450
Water Exp Residuals 3	260,000	54,281
Water - Anthony Rd	15,000	7,186
Water - Roger St	140,000	3,427
Water - System Ph 7	55,000	25,178
Water - Brentwood/Kendall	10,000	4,341
Water - Water System ph 6	11,500	5,631
Water - Ph8	48,000	22,178
Water - Tank	29,000	9,474
Water - System improvement atm 5/07	10,000	5,850

Water - Fire Hydrants #1	15,000	1,931
Water - Storage	25,000	10,500
Water - Fire Hydrant #4	10,000	700
Water - Water Meters #4	90,000	15,750
Water - Water Meters #5	90,000	18,450
Water - Fire Hydrants #5	10,000	700
Water - Ames Hill Tank	50,000	11,750
Water - Water Mains	157,465	15,038
Water - MWPAT	326,967	109,983
Water - Water Meters #2	110,000	17,463
Water - Fire Hydrant #3	12,000	2,760
Water - Shawsheen St Water Main	6,000	1,380
Water - Water System Improvement	70,000	13,913
Water - Fire Hydrants #2	12,000	2,760
Water - System improvement atm 5/05	45,000	10,350
Water - Water Meters #1	56,000	11,857
Water - Water Interconnection	7,000	1,610
Tewksbury High School	1,550,000	1,026,875
Tewksbury High School Dsgn	45,000	20,775
Landfill	10,000	2,300
	-	-
	<u>12,172,575</u>	<u>5,583,524</u>

# Revenue Report

## Taxes/Interest/Penalties:

Personal Property	3,875,372.47	
Real Estate	61,214,335.23	
Supplemental Taxes	172,017.64	
Deferred Taxes Redeemed	17,584.38	
Tax Liens Redeemed	738,999.11	
Foreclosure Vacated	-	
Tax Possession Sold	-	
Gain on Sale of Town Land	-	
Motor Vehicle Excise	3,920,582.26	
Boat Excise	2,929.26	
Penalties/Interest/Legal:		
Tax Titles	173,961.33	
Real/Pers/MVX/Boat	132,529.33	
Payments in Lieu of Taxes	7,952.41	
Assessor 38D	-	
Proforma Taxes	-	70,256,263.42

## Charges/Fees:

Ambulance Charges	930,656.17	
Municipal Lien Certificates	54,875.00	
Collector Demands	132,316.66	
RMV Releases	27,545.50	
Trailer Park Fees	22,176.00	
Constable Fees	302.50	
Sundry Rentals	-	
Tower Rentals	480,608.09	
Miscellaneous	25,040.57	
Premium on Bond Sales	59,574.96	1,733,095.45



**From the Commonwealth:****Abatements:**

Surviving Spouses/Veterans/Blind	15,060.00	
Schools:		
Chap. 70 Aid	12,472,939.00	
Transportation	4,433.00	
Charter Schools	215,539.00	
Police Incentive	-	
Veterans Benefits	150,029.00	
MEMA Reimbursement	-	
Lottery	2,354,150.00	
State Election Reimbursement	-	
State-Owned Land	144,644.00	
Medicaid Reimbursement	172,883.42	
Municipal Relief Act	-	15,529,677.42

**Other Revenue Sources:**

Hotel Tax	687,085.24	
FEMA Federal Reimbursement	-	
Investment Earnings	38,356.76	
Meals Tax	499,178.69	
Medicare D Reimbursement	254,679.17	
DPW Damage Recovery	-	
NESWC Refunds	-	
Sale of Fixed Assets	-	
Misc Reimbursements	-	
Transfers from Special Funds	24,303.96	
Transfers from Trust Funds	-	
Transfers from Treasurer Revenue	-	1,503,603.82

**Departmental Fees:**

Manager/Selectmen	737.17
Cable Franchise	417,545.15

Assessors	2,186.00	
Treasurer/Collector	13,951.44	
Clerk	39,988.27	
Conservation	-	
Planning	19,804.02	
Appeals	2,000.00	
Police	6,144.71	
Towing Fees	10,580.00	
Special Detail Adm.- Police	54,635.26	
"      "      "      - Fire	964.40	
Fire Inspections	8,200.00	
Fire	622.45	
Building	23,547.00	
Wiring	47,268.21	
Plumbing	41,695.00	
Weights/Measures	10,840.00	
Trash Carts	33,926.00	
CRT Collections	-	
Hazardous Waste	-	
Health Miscellaneous	632.29	
Dog Fees	-	
DPW	80.00	
	-	735,347.37

**Licenses/Permits:**

Alcoholic Beverages	87,200.00
Selectmen	12,525.00
Police	14,375.00
Fire	20,180.00
Building	344,199.74
Public Works	-
Street & Sidewalk Openings	

	8,150.00	
Trench Safety	6,800.00	
Physical Alteration	8,950.00	
Health	49,780.00	552,159.74
<b>Fines:</b>		
State/Local Courts	68,887.80	
False Alarms	950.00	
In Lieu of Fines	6,000.00	
Library	16,431.73	
Parking	17,129.60	
Marijuana	1,200.00	
Weights & Measures	-	
Zoning	100.00	110,699.13
<b>Total General Fund Revenue</b>		<b>90,420,846.35</b>



# Appropriation Recap

	APPROPRIATED	EXPENDED	BALANCE
<b>MODERATOR</b>			
Salary	450.00	0.00	450.00
Operating	75.00	0.00	75.00
<b>SELECTMEN</b>			
Salaries	26,384.00	25,651.21	732.79
Operating	139,271.74	137,141.94	2,129.80
<b>MANAGER</b>			
Salaries	261,659.00	261,658.57	0.43
Operating	4,498.00	4,118.80	379.20
<b>FINANCE COMMITTEE</b>			
Salaries	2,515.00	1,474.97	1,040.03
Operating	679.00	326.00	353.00
Reserve Fund	2,385.70	0.00	2,385.70
<b>ACCOUNTING</b>			
Salaries	191,933.37	191,701.37	232.00
Operating	25,714.90	11,361.14	14,353.76
Outlay	0.00	0.00	0.00
<b>COMPUTER SERVICES</b>			
Salaries	134,030.79	133,856.73	174.06
Operating	238,030.05	235,445.84	2,584.21
Outlay	38,869.00	38,506.51	362.49
<b>ASSESSORS</b>			
Salaries	214,394.72	214,072.63	322.09
Operating	33,829.75	23,467.56	10,362.19
Outlay	0.00	0.00	0.00
<b>TREASURER/COLLECTOR</b>			
Salaries	257,270.60	256,296.74	973.86
Operating	121,286.70	100,024.48	21,262.22
<b>TOWN COUNSEL</b>	178,511.41	175,124.11	3,387.30
<b>PERSONNEL REVIEW BOARD</b>	0.00	0.00	0.00
<b>ADMIN. SERVICES</b>			
Salaries	44,430.75	44,475.95	(45.20)
Operating	14,821.33	13,768.88	1,052.45
<b>CLERK</b>			
Salaries	177,097.23	177,097.23	0.00
Operating	13,006.47	13,006.47	0.00
Outlay	0.00	0.00	0.00

<b>ELECTIONS</b>			
Salaries	34,424.09	34,375.58	48.51
Operating	12,796.61	12,680.60	116.01
<b>REGISTRARS</b>			
Salaries	2,850.00	2,850.00	0.00
Operating	700.00	600.00	100.00
<b>PLANNING</b>			
Salaries	222,077.25	220,529.21	1,548.04
Operating	24,285.00	23,650.68	634.32
Outlay	0.00	0.00	0.00
<b>CABLE TV</b>			
Salaries	2,160.00	2,076.72	83.28
Operating	969.00	330.22	638.78
<b>TOWN HALL</b>			
Salaries	42,671.31	42,584.90	86.41
Operating	51,320.30	47,239.57	4,080.73
<b>AUXILIARY BLDG. UTILITIES</b>	35,584.12	32,580.94	3,003.18
<b>POLICE</b>			
Salaries	5,108,860.68	5,094,421.24	14,439.44
Operating	663,639.05	637,744.84	25,894.21
Outlay	129,452.00	129,452.00	0.00
<b>FIRE</b>			
Salaries	4,188,063.00	4,188,063.00	0.00
Operating	374,057.96	357,425.21	16,632.75
Outlay	0.00	0.00	0.00
<b>BUILDING</b>			
Salaries	229,405.99	222,400.43	7,005.56
Operating	6,010.00	5,891.66	118.34
Outlay	0.00	0.00	0.00
<b>EMERGENCY MANAGEMENT</b>			
Salaries	4,637.00	4,637.00	0.00
Operating	35,436.42	25,558.27	9,878.15
Outlay	0.00	0.00	0.00
<b>PARKING CLERK</b>			
Salaries	4,000.00	4,000.00	0.00
Operating	1,200.00	555.00	645.00
<b>SCHOOLS</b>			
Salaries	25,166,152.28	25,165,839.29	312.99
Operating	23,193,822.19	22,797,267.45	396,554.74
Outlay	0.00	0.00	0.00

<b>REGIONAL VOCATIONAL SCH.</b>	5,625,001.00	5,625,000.96	0.04
<b>DPW ADMINISTRATION</b>			
Salaries	146,646.62	145,912.98	733.64
Operating	77,890.12	61,865.14	16,024.98
Outlay	0.00	0.00	0.00
<b>DPW ENGINEERING</b>			
Salaries	64,782.50	62,169.24	2,613.26
Operating	3,387.50	2,732.36	655.14
<b>DPW HIGHWAY</b>			
Salaries	481,896.73	445,404.37	36,492.36
Operating	180,768.16	154,944.85	25,823.31
Outlay	0.00	0.00	0.00
<b>DPW FORESTRY</b>			
Operating	54,150.00	37,545.68	16,604.32
Outlay	0.00	0.00	0.00
<b>DPW FLEET</b>			
Salaries	123,333.81	120,303.39	3,030.42
Operating	106,613.36	104,100.18	2,513.18
Outlay	0.00	0.00	0.00
<b>DPW ELECTRIC</b>			
Operating	5,582.50	5,463.00	119.50
Outlay	0.00	0.00	0.00
<b>SNOW / ICE</b>			
Salaries	95,000.00	100,712.66	(5,712.66)
Operating	146,000.00	607,282.00	(461,282.00)
<b>STREET LIGHTING</b>	160,000.00	159,133.76	866.24
<b>CEMETERY</b>	3,000.00	3,000.00	0.00
<b>RUBBISH</b>			
Rubbish Collection	1,389,217.00	1,386,209.40	3,007.60
Rubbish Disposal	721,520.63	716,551.88	4,968.75
Condo Trash Collection	0.00	0.00	0.00
Legal Services	5,000.00	814.50	4,185.50
Sutton Brk Remediation	300,000.00	300,000.00	0.00
Recycling Programs	2,300.00	1,880.64	419.36
Rubbish Stabilization	0.00	0.00	0.00
<b>HEALTH</b>			
Salaries	211,395.39	209,399.07	1,996.32
Operating	10,321.05	9,578.07	742.98
<b>ELDERLY</b>			
Salaries	154,892.14	154,608.32	283.82
Operating	79,741.22	79,139.15	602.07



Outlay	0.00	0.00	0.00
<b>VETERANS SERVICES</b>			
Salaries	50,378.44	50,343.77	34.67
Aid/Operating	312,350.00	304,809.78	7,540.22
<b>EXCEPTIONAL CHILDREN</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>COMMUNITY EVENT</b>	3,180.29	3,180.29	0.00
<b>LIBRARY</b>			
Salaries	659,974.83	660,679.00	(704.17)
Operating	253,086.24	249,220.72	3,865.52
<b>RECREATION</b>			
Salaries	74,029.20	73,569.75	459.45
Operating	54,730.00	52,898.39	1,831.61
Outlay	0.00	0.00	0.00
<b>DEBT/INTEREST</b>			
Principal	2,375,167.97	2,371,421.11	3,746.86
Interest/Debt	2,060,039.03	2,060,039.03	0.00
Interest/Temp. Loans	1,000.00	333.33	666.67
<b>EMPLOYEE BENEFITS</b>			
Retirement	4,302,044.00	4,302,044.00	0.00
Teachers E.R.I.	0.00	0.00	0.00
Occup.Injury Reserve	80,800.00	80,800.00	0.00
Unemployment Comp.	9,360.62	2,326.82	7,033.80
Group Insurance	3,972,920.99	3,972,920.99	0.00
Medicare	182,244.00	181,573.81	670.19
<b>FIRE /LIABILITY INSURANCE</b>	322,900.00	322,012.16	887.84

# Sewer Enterprise Fund Balance Sheet

## SEWER ENTERPRISE FUND BALANCE SHEET

June 30, 2013

### ASSETS

Cash		3,901,849.06
Sewer Connections		
FY06	1,800.00	
FY07	-	
FY08	436.81	
FY09	325,226.34	
FY10	576,467.55	
FY11	12,000.00	
FY12	-	915,930.70
Sewer Rates		
FY09	7.73	
FY10	388.07	
FY11	749.30	
FY12	6,472.42	
FY13	963,605.51	971,223.03
Sewer Liens		
FY12	241.26	
FY13	53,396.26	53,637.52
Sewer Connection Liens		
FY13	32,173.44	32,173.44
<b>TOTAL ASSETS</b>		<b>5,874,813.75</b>

### LIABILITIES/RESERVES

Warrants Payable		-
Accrued Payroll		-
Bans Payable		-
Special Detail Payable		-
Deferred Revenues		
Sewer Connection	920,610.70	
Sewer Lien	81,130.96	
Sewer rate	971,223.03	
Rates	-	
Liens	-	1,972,964.69
<b>TOTAL LIABILITIES</b>		<b>1,972,964.69</b>

FUND BALANCES:

( 170 )

Encumbrance Reserve	623,378.64
Reserved Expenditures	111,931.00
Reserve for Future Debt	14,551.22
Unreserved/Undesignated	3,151,988.20

<b>TOTAL FUND BALANCES</b>	<b>3,901,849.06</b>
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<b>Total Liabilities/Fund Balances</b>	<b>5,874,813.75</b>
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# Sewer Enterprise Fund Revenue Report

## REVENUE

### Sewer Enterprise Fund

Bond Premiums	(2,569.00)
Interest	41,727.42
Demand Fees	14,746.85
Connection Fees	1,036,939.01
Sewer Rates	4,692,737.03
Sewer Liens	677,948.22
Drainlayer Renewal Fees	6,000.00
Application Fee	7,490.00
Miscellaneous Revenue	195.00
State Aid	-
Investment Earnings	16.75
Transfer From G/F	285,663.98

**Total Sewer Enterprise Fund Revenue**

**6,760,895.26**

# Sewer Capital Recap

		EXPENDED	
Construction	16,871.59		
Generator	-		16,871.59
<b>Sewer Pumps</b>			
Overtime	7,112.79		
Repairs and Maintenance	5,507.12		
Engineering Services	343,896.27		
Easements	1,970.16		
Other Expenses	14,263.96		
Construction	2,029,449.70		2,402,200.00
<b>Articles</b>			
FY13 Pump Station Upgrades	18,639.19		
FY13 Inflow & Infiltration	-		
FY13 Sewer Prior Yr Inv (Lowell Sewer)	102,575.97		121,215.16
<b>Total Capital Expenditures</b>			<b>2,540,286.75</b>

# Sewer Operating Recap

	APPROPRIATED	EXPENDED	BALANCE
<b>SELECTMEN</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>MANAGER</b>			
Salaries	7,400.00	7,400.00	0.00
Operating	0.00	0.00	0.00
<b>RESERVE FUND</b>			
	38,000.00	0.00	38,000.00
<b>ACCOUNTING</b>			
Salaries	4,958.00	4,958.00	0.00
Operating	132.00	132.00	0.00
<b>COMPUTER SERVICES</b>			
Salaries	2,333.00	2,333.00	0.00
Operating	0.00	0.00	0.00
Outlay			0.00
<b>ASSESSORS</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>TREASURER/COLLECTOR</b>			
Salaries	17,932.00	17,932.00	0.00
Operating	9,450.00	9,450.00	0.00
<b>TOWN COUNSEL</b>	0.00	0.00	0.00
<b>ADMIN. SERVICES</b>			
Salaries	674.00	674.00	0.00
Operating	194.00	194.00	0.00
<b>CLERK</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
Outlay			0.00
<b>PLANNING</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
Outlay			0.00
<b>TOWN HALL</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>AUXILIARY BLDG.</b>	0.00	0.00	0.00



**UTILITIES****BUILDING**

Salaries	3,557.00	3,557.00	0.00
Operating	0.00	0.00	0.00

**DPW**

Salaries	141,472.00	141,472.00	0.00
Operating	67,462.00	67,462.00	0.00
Outlay	0.00	0.00	0.00

**DPW SEWER**

Salaries	248,390.98	233,949.12	14,441.86
Operating	1,950,469.76	1,281,780.47	668,689.29
Outlay	111,931.00	111,705.89	225.11

**HEALTH**

Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00

**DEBT/INTEREST**

Principal	1,802,316.00	1,817,361.00	(15,045.00)
Interest/Debt	1,913,663.00	1,910,361.06	3,301.94
Interest/Temp. Loans	0.00	0.00	0.00

**TRANSFER OUT**

0.00 0.00

**EMPLOYEE BENEFITS**

Retirement	87,023.00	87,023.00	0.00
Group Insurance	70,364.00	70,364.00	0.00
Medicare	3,465.00	3,465.00	0.00

6,481,186.74 5,771,573.54 709,613.20

# Water Enterprise Fund Balance Sheet

June 30, 2013

## ASSETS

Cash		1,287,308.44
Def Tax Water Lien		4,276.23
Cross Connection		692.38
Refuse Access		-
Water Connections	-	-
Water Rates		
FY07	-	
FY08	-	
FY09	171.37	
FY10	723.22	
FY11	1,325.09	
FY12	7,125.28	
FY13	1,304,339.62	1,313,684.58
Water Liens		
FY07	-	
FY08	-	
FY09	-	
FY10	507.65	
FY11	750.14	
FY12	1,184.55	
FY13	87,868.58	90,310.92
Commercial Water Meters		443.67
<b>TOTAL ASSETS</b>		<b>2,696,716.22</b>

Warrants Payable		-
Accrued Payroll		-
Due From State		-
Deferred Revenues		
Connections	692.38	-
Rec/Tax Liens	4,276.23	
Rates	1,313,684.58	
Refuse Access	-	
Liens	90,310.92	
Meter Replacement	443.67	1,409,407.78
<b>TOTAL LIABILITIES</b>		<b>1,409,407.78</b>

FUND BALANCES:

Encumbrance Reserve	112,573.68
Reserved Expenditures	125,265.00
Unreserved/Undesignated	1,049,469.76

<b>TOTAL FUND BALANCES</b>	<b>1,287,308.44</b>
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<b>Total Liabilities/Fund Balances</b>	<b>2,696,716.22</b>
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# Water Enterprise Fund Revenue Report

## REVENUE

### Water Enterprise Fund

Bond Premiums	-
Interest	56,829.42
Demand Fees	14,747.01
Misc Water Service	4,422.62
Connection Fees	33,468.40
Water Rates	6,162,554.55
Water Liens	719,087.94
Application Fee	4,940.00
Water Meters	20,635.10
MTBE Settlement	0.00
Misc Revenue	800.00
Investment Earnings	0.00
Transfer From G/F	21,171.13

**Total Water Enterprise Fund Revenue**

**7,038,656.17**

# Water Operating Recap

	APPROPRIATED	EXPENDED	BALANCE
<b>WATER ENTERPRISE</b>			
Transfer Out	775,000.00	775,000.00	0.00
<b>SELECTMEN</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>MANAGER</b>			
Salaries	7,400.00	7,400.00	0.00
Operating	0.00	0.00	0.00
<b>RESERVE FUND</b>			
	0.00	0.00	0.00
<b>ACCOUNTING</b>			
Salaries	4,958.00	4,958.00	0.00
Operating	132.00	132.00	0.00
<b>COMPUTER SERVICES</b>			
Salaries	2,333.00	2,333.00	0.00
Operating	0.00	0.00	0.00
Outlay	0.00	0.00	0.00
<b>ASSESSORS</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>TREASURER/COLLECTOR</b>			
Salaries	17,932.00	17,932.00	0.00
Operating	9,450.00	9,450.00	0.00
<b>TOWN COUNSEL</b>	0.00	0.00	0.00
<b>ADMIN. SERVICES</b>			
Salaries	674.00	674.00	0.00
Operating	194.00	194.00	0.00
<b>CLERK</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
Outlay			0.00
<b>PLANNING</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>TOWN HALL</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00

<b>AUXILIARY BLDG. UTILITIES</b>	0.00	0.00	0.00
<b>FIRE</b>			
Salaries	0.00	0.00	0.00
<b>BUILDING</b>			
Salaries	1,525.00	1,525.00	0.00
Operating	0.00	0.00	0.00
<b>DPW</b>			
Salaries	172,480.00	172,480.00	0.00
Operating	68,034.00	68,034.00	0.00
Outlay	0.00	0.00	0.00
<b>WATER DISTRIBUTION</b>			
Salaries	571,391.22	565,597.56	5,793.66
Operating	262,296.78	175,020.40	87,276.38
Outlay	0.00	0.00	0.00
<b>WATER TREATMENT</b>			
Salaries	742,229.91	730,929.33	11,300.58
Operating	1,179,365.35	1,056,603.01	122,762.34
Outlay	125,265.00	125,039.51	225.49
<b>HEALTH</b>			
Salaries	0.00	0.00	0.00
Operating	0.00	0.00	0.00
<b>DEBT/INTEREST</b>			
Principal	1,800,932.00	1,800,932.00	0.00
Interest/Debt	455,075.00	453,580.56	1,494.44
Interest/Temp. Loans	0.00	0.00	0.00
<b>EMPLOYEE BENEFITS</b>			
Retirement	275,770.00	275,770.00	0.00
Group Insurance	227,067.00	227,067.00	0.00
Medicare	9,291.00	9,291.00	0.00
	6,708,795.26	6,479,942.37	228,852.89



# Water Capital Expenditures

	EXPENDED	
<b>Colonial Water Tank</b>		
Transfer Out	0.00	0.00
<b>Phase 8</b>		
Engineering Services	0.00	
Easements	0.00	
Hydrants	0.00	
Other Expenses	0.00	
Construction	0.00	0.00
<b>Phase 9</b>		
Road Resurfacing	0.00	
Engineering Services	0.00	
Easement Settlement	0.00	
Hydrant Purchases	0.00	
Construction	0.00	0.00
<b>Hydrant Replacement</b>		
Engineering Services	0.00	
Hydrant Replacements	0.00	
Hydrant Purchases	0.00	
Other Expenses	0.00	
Construction	0.00	
Transfer Out	28,739.75	28,739.75
<b>Water Meters</b>		
Overtime	0.00	
Prof Services	0.00	
Other Equipment	10,492.00	
Other Expenses	0.00	
Meters and Software	0.00	
Microwave Network	0.00	
Meter Purchases	0.00	
Finished Water Line	0.00	
Temp PT	3,530.47	
Transfer Out	373,337.51	387,359.98
<b>Phase 7</b>		
Road Resurfacing	0.00	
Engineering Services	0.00	
Hydrant Purchase	0.00	
Other Expenses	0.00	
Construction	0.00	0.00
<b>Phase 10</b>		
Engineering Services	0.00	
Hydrants	0.00	
Construction	0.00	
Transfer Out	13,826.04	13,826.04

<b>Water Interconnect</b>		
Engineering Services	0.00	
Other Expenses	680.93	
Construction	0.00	
Transfer Out	26,345.93	27,026.86
<b>Phase 11</b>		
Engineering Services	0.00	
Other Expenses	0.00	
Construction	0.00	
Transfer Out	0	0.00
<b>Ames Hill Water Tank</b>		
Equipment & Maintenance	0.00	
Engineering Services	0.00	
Other Expenses	0.00	
WTP Instrument Upgrade	0.00	
CCTV Monitors	942.00	
Astle Tank Mixer	0.00	
Construction	0.00	
Transfer Out	17.43	959.43
<b>Art 11 ATM FY12 Assess/F</b>		
Transfer Out	162,600.00	162,600.00
<b>Inst Replace Water Lines #17</b>		
East St Plc Water Lines	763,807.50	
Replace Various Water Lines	83,805.40	847,612.90
<b>Water Ent Articles</b>		
FY13 East St Plc Water Lines	322,979.54	
FY13 Sludge System	2,420.00	
FY13 New Vehicles	22,580.00	
FY13 Fire Hydrants	86,363.05	434,342.59
<b>Inst Rplc Water Lines #17</b>		
East St Plc Water Lines	763,807.50	
Replace Various Water Lines	83,805.40	847,612.90
<b>Water Meter ATM 5/02 Art 8</b>		
Temp Part-time	14,760.01	
Prof Svc	11,184.13	
Other Equip	199,023.17	
Other Expenses	3,863.94	
Meter Guns & Software	3,973.18	
Finished Water Line	2,690.00	235,494.43
<b>Water Interconnect 5/05 #3</b>		
Prof Svc	16,563.69	
Other Expenses	2,605.29	19,168.98
<b>Art 11 FY12 Assess/Fire Hydrants</b>		
Fire Hydrants	100,000.00	

WTP Assessment	60,150.00	160,150.00
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<b>Total Water Capital Expenditures</b>		<b>3,164,893.86</b>
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# Board of Assessors

Joanne Foley, MAA Chairman  
Barbara A. Flanagan  
Susan Moore, MAA

Phone: (978) 640-4330  
Fax: (978) 851-4849  
[assessor@tewksbury-ma.gov](mailto:assessor@tewksbury-ma.gov)

	FY-2013	FY-2014
Total Taxable Value of Real Property	\$3,646,069,250	\$3,622,599,970
Total Taxable Value of Personal Property	\$157,198,370	\$158,974,670
Total Taxable Value of Real and Personal Property	\$3,803,267,620	\$3,781,574,640
Total Value of Exempt Property	\$229,720,200	\$229,912,500

Tax Rates per \$1,000	Residential/Open Space	\$15.44	\$16.11
	Commercial/Industrial/Personal	\$25.60	\$26.64
	Motor Vehicle Excise	\$25.00	\$25.00

Total amount to be raised	\$109,147,737.79	\$111,920,282.99
Total estimated receipts and other revenue sources	\$42,913,342.18	\$43,389,636.00
Total real and personal tax levy	\$66,234,395.61	\$68,530,646.99
Overlay	\$809,814.27	\$879,401.25

The Assessors' Department operates under the authority of the Department of Revenue. It has a full time Chief Assessor, an office staff and a board that includes the chief assessor and two appointed members that serve on a part-time basis. The Board of Assessors is responsible for administering Massachusetts property tax laws equitably by estimating the fair market value of all real and personal property in Tewksbury. The office is responsible for adhering to strict certification requirements of the Department of Revenue. To meet these requirements, the assessors are obligated to revalue all properties yearly and, once every three years, undergo a state recertification audit.

**Address:** Town Hall Annex - 11 Town Hall Avenue - Tewksbury, MA 01876

**Hours:** Monday - Friday 7:30 a.m. to 4:30 p.m.

# Treasurer's Cash

CASH ON HAND JUNE 30, 2012 .....	\$40,206,081.14
RECEIPTS TO JUNE 30, 2013 .....	\$124,554,982.04
	<u>\$164,761,063.18</u>

PAID ON WARRANTS TO JUNE 30, 2013.....	(\$131,670,559.95)
BALANCE JUNE 30, 2013.....	<u>\$33,090,503.26</u>

## DETAIL OF DEBT OUTSIDE OF THE DEBT LIMIT

WATER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$13,673,497.00
SEWER PROJECT-GENERAL LAWS, CHAPTER 44 .....	\$83,807,411.99
	<u>\$97,480,908.99</u>

### STATEMENT OF TOWN DEBT FISCAL YEAR BASIS

2013	8,044,145.81
2014	7,983,452.31
2015	7,768,387.92
2016	7,798,779.25
2017	7,834,570.83
2018	7,997,281.00
2019	8,389,581.00
2020	8,561,102.00
2021	9,138,701.00
2022	9,241,453.00
2023	9,079,361.00
2024	9,307,429.00
2025	9,200,660.00
2026	8,849,056.00
2027	8,967,623.00
2028	6,625,000.00
2029	4,835,000.00
2030	3,490,000.00

**TOTAL:**                      152,649,222.28

### STATEMENT OF INTEREST FISCAL YEAR BASIS

2013	5,478,039.80
2014	5,302,709.90
2015	5,057,948.43
2016	4,799,681.50
2017	4,540,135.77
2018	4,293,692.49
2019	3,991,139.17
2020	3,659,312.94
2021	3,301,299.90
2022	2,934,954.61
2023	2,577,840.22
2024	2,229,577.32
2025	1,867,610.18
2026	1,500,874.27
2027	1,144,632.48
2028	783,556.25
2029	495,237.50
2030	290,100.00
2031	148,600.00
2032	67,500.00
2033	50,625.00
2034	33,750.00
2035	16,875.00

**TOTAL:**                      60,328,378.62

# Cash and Securities in Custody of Town Treasurer as of June 2012

AFFORDABLE HOUSING	\$2,339,156.50
ARTS LOTTERY	\$5,428.84
COMMUNITY PRESERVATION ACT	\$4,205,603.35
CEMETERY PERPETUAL CARE FUND	\$23,508.01
CONSERVATION FUND	\$83,475.07
EDUCATION FUND	\$3,011.54
FAIRGRIEVE FUND	\$184,238.62
FIRE PROTECTIVE GEAR FUND	\$11,178.98
FOSTER SCHOOL FUND	\$25,273.17
LIBRARY ENDOWMENT FUND	\$27,231.16
LIBRARY GIFT FUND	\$7,382.61
MAHONEY FUND	\$1,544.62
PEIRCE FUND	\$1,668.62
PLANNING FUND	\$9,597.59
SCHOLARSHIP FUND	\$640.01
ST CLARE FUND	\$39,534.71
STABILIZATION FUND	\$4,100,497.91
TAXATION FUND	\$8,607.26
VICOR FUND	\$6,583.90
<b>TOTAL TRUST FUNDS</b>	<b>\$11,084,162.47</b>



# Property Tax Levies and Collections

## FISCAL YEAR 2013

### REAL ESTATE

	<u>F/Y 2013</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>
Commitments	\$62,964,374.04	-	-
O/S 07/01/12	-	\$ 874,931.91	\$ 4,337.19
Collections	(\$61,473,143.64)	(\$ 604,295.41)	(\$ 983.11)
Abatements	(\$ 93,909.12)	(\$ 34,942.00)	-
Refunds	\$ 165,742.54	\$ 7,502.39	\$ 3,705.26
Added To Tax Title	\$ 371,108.34	(\$ 324,430.04)	(\$ 2,320.15)
Deferred Taxes	(\$ 37,544.67)	-	-
Tax Possession	(\$ 24,105.97)	-	-
Misc Adjustments	(\$ 551,489.71)	(\$ 765.45)	\$ 825.70
<b>BALANCE 06/30/13</b>	<b>\$ 1,321,031.81</b>	<b>(\$ 81,998.60)</b>	<b>\$ 5,564.89</b>

## WATER & SEWER

### SEWER CONN LIENS

	<u>F/Y 2013</u>	<u>F/Y 2010</u>	<u>F/Y 2011</u>
Commitments	\$12,911,881.85	-	-
O/S 07/01/12	-	\$1,901,863.06	\$ 21,476.93
Collections	(\$11,490,274.70)	(\$ 782,015.00)	(\$ 2,764.65)
Abatements	(\$ 4,730.44)	(\$ 4,356.62)	(\$ 480.00)
Refunds	\$ 16,442.10	\$ 4,219.05	\$ 1,928.14
Liened to Real Estate	(\$ 68,609.98)	(\$ 91,272.39)	-
Deferred	(\$ 4,730.44)	-	-
Misc Adjustments	\$ 1,071,383.75	(\$1,013,414.59)	(\$ 6,085.19)
<b>BALANCE 06/30/13</b>	<b>\$ 2,431,362.14</b>	<b>\$ 15,023.51</b>	<b>\$ 14,075.23</b>

## PERSONAL PROPERTY

	<u>F/Y 2013</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>
Commitments	\$ 2,038,061.09	\$ 2,065,909.52	-
O/S 07/01/12	\$ 2,064,909.52	\$ 51,555.29	\$ 66,127.27
Collections	(\$ 4,045,081.92)	(\$ 28,014.46)	(\$ 47,027.49)
Abatements	(\$ 79,692.51)	-	-
Refunds	\$ 52,460.91	\$ 58.36	\$ 1,741.91
Misc Adjustments	(\$ 1,236.80)	(\$ 2,065,920.96)	-
<b>BALANCE 06/30/13</b>	<b>\$ 29,420.29</b>	<b>\$ 23,587.75</b>	<b>\$ 20,841.69</b>

## MOTOR VEHICLE

### EXCISE

	<u>F/Y 2013</u>	<u>F/Y 2012</u>	<u>F/Y 2011</u>
Commitments	\$ 3,769,597.44	-	-
Add'l Commitments	-	\$ 394,315.72	-
O/S 07/01/12	-	\$ 191,327.57	\$ 60,115.60
Collections	(\$ 3,409,620.44)	(\$ 522,091.68)	(\$ 33,823.04)
Abatements	-	-	-

Refunds	\$ 26,121.66	\$ 31,994.61	\$ 1,633.83
Misc Adjustments	(\$ 64,331.85)	(\$ 34,817.34)	(\$ 2,037.77)
<b>BALANCE 06/30/13</b>	<b>\$ 321,766.81</b>	<b>\$ 60,728.88</b>	<b>\$ 25,888.62</b>

<b><u>BOAT EXCISE</u></b>	<b><u>F/Y 2013</u></b>	<b><u>F/Y 2012</u></b>	<b><u>F/Y 2011</u></b>
Commitments	-	\$ 3,139.00	\$ 9,346.00
O/S 07/01/12	-	-	\$ 2,159.78
Collections	-	(\$ 1,460.39)	(\$ 1,536.09)
Abatements	-	-	(\$ 4,879.00)
Refunds	-	-	\$ 14.22
Misc Adjustments	-	(\$ 186.61)	(\$ 3,507.91)
<b>BALANCE 06/30/13 \$</b>	<b>\$ 0.00</b>	<b>\$ 1,492.00</b>	<b>\$ 1,597.00</b>

# Employee Earnings

## Town Employee Earnings

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
<b><u>BOARD OF SELECTMEN</u></b>					
GAY	DAVID	5,325.00			5,325.00
JOHNSON	TODD	4,500.00			4,500.00
SEARS	DOUGLAS	4,500.00			4,500.00
STRONACH	ANNE MARIE	3,375.00			3,375.00
WENTWORTH	JAMES	1,125.00			1,125.00
WILSON	SCOTT	4,575.00			4,575.00

### **TOWN MANAGER**

MARCHANT	ANNETTE	1,655.51			1,655.51
CHAMBERS	HELEN	65,803.67			65,803.67
MONTUORI	RICHARD	159,000.06			159,000.06
TAMBOLI	JEANINE	51,611.10			51,611.10

### **TOWN ACCOUNTANT**

GILL	DONNA	6,284.30			6,284.30
ALFANO	PAMELA	55,417.03			55,417.03
BREKALIS	KAREN	42,103.74			42,103.74
KUCALA	KAREN	104,000.74			104,000.74

### **COMPUTER SERVICES**

HANSON	LISA	32,675.58			32,675.58
HATTORI	STEPHEN	106,867.24			106,867.24

### **ASSESSORS**

FLANAGAN	BARBARA	1,224.00			1,224.00
FOLEY	JOANNE	34,541.36			34,541.36
MOORE	SUSAN	1,224.00			1,224.00
ROBINSON	CHRISTINE	48,589.90			48,589.90
TRAUB	LINDA	57,022.79			57,022.79
WILCOCK	CHRISTOPHER	71,373.35			71,373.35



Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
<b>TREASURER/COLLECTOR</b>					
BLAKENEY JR	WILLIAM	66,540.46	2,448.39		68,988.85
EWING	LUCILLE	53,882.41	433.71		54,316.12
GATH	DEBRA	53,119.84			53,119.84
GILBERT	SUSAN	41,983.10			41,983.10
METIVIER	JANICE	64,732.41			64,732.41
ODAMS	KELLY	77,471.07			77,471.07

**SENIOR WORK PROGRAM**

ASHDOWN	ALICE	168.00			168.00
BAGNULO	NORA	750.00			750.00
BANGS	JUDY	750.00			750.00
BARLETTA	DAVID	748.00			748.00
BARNES	MARYANN	188.00			188.00
BELLINO	GLORIANN	356.00			356.00
CARRIGG	CAROL	748.00			748.00
CASEY	ELINOR	748.00			748.00
COLMAN	JUDITH	750.00			750.00
DEY	JOAN	750.00			750.00
DRISCOLL	BARBARA	750.00			750.00
GONZALEZ	GLORIA	320.00			320.00
HOOD	JUDITH	750.00			750.00
HULL	MAUREEN	744.00			744.00
KELLEY	ROBERT	648.00			648.00
MACCARONE	MILDRED	550.00			550.00
MARCHAND	CAROL	78.00			78.00
NASTASI	MURIEL	750.00			750.00
NAWOSSA	ANNA	316.00			316.00
RISHER	QUENTIN	750.00			750.00
SCOTT	AGNES	694.00			694.00
STONE	DEBORAH	750.00			750.00
VASSALLO	MARYANN	750.00			750.00
WHITE	LEONA	744.00			744.00
WINTER	PATRICIA	744.00			744.00
WOTJKIEWICZ	MAUREEN	258.00			258.00

**ADMINISTRATIVE SERVICES**

BELANGER	TERESA	45,759.38			45,759.38
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Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
<b><u>TOWN CLERK</u></b>					
CICERO	CHRISTINE	34,977.98	515.86		35,493.84
GRAFFEO	DENISE	72,789.10			72,789.10
SULLIVAN	MICHELE	55,459.32	2,896.76		58,356.08
WINTER	DEBORAH	19,103.31	303.63		19,406.94
<b><u>ELECTION WORKERS</u></b>					
ANDERSON	CAROLYN	352.00			352.00
ARCAND	NOREEN	360.00			360.00
AUGUSTUS	IRENE	72.00			72.00
BAIRSTOW	LAURENCE	204.00			204.00
BARLETTA	DAVID	556.00			556.00
BEATTIE	ELEANOR	738.00			738.00
BEATTIE	MARY	240.00			240.00
BENNETT	ARATI	175.00			175.00
BERGLUND	KAREN	60.00			60.00
BRADLEY	RUTH	352.00			352.00
BRADY	JEAN	248.00			248.00
BROTHERS	ARTHUR	352.00			352.00
BROTHERS	KATHLEEN	588.00			588.00
BUCKLEY	ERIN	128.00			128.00
BULLEN	SUSAN	352.00			352.00
CALLAHAN	ANNE	565.00			565.00
CANNISTRARO	SANDRA	148.00			148.00
CASAZZA	MARY	744.00			744.00
CASEY	ELINOR	352.00			352.00
CHANDLER	BARBARA	352.00			352.00
COLMAN	JUDITH	594.00			594.00
COVIELLO	ANNE	244.00			244.00
COVIELLO	JOHN	738.00			738.00
DIBELLA	MARY	248.00			248.00
DULOCK	MARIA	125.00			125.00
FIDLER	JOYCE	228.00			228.00
FOLEY	JOANNE	385.00			385.00
FRASER	EVELYN	44.00			44.00
FRONGILLO	KATHERINE	448.00			448.00
GEARTY	LOUISE	400.00			400.00
GOLEN	ALICE	360.00			360.00
GROOM	BARBARA	356.00			356.00
HAINES	DONNA	108.00			108.00
HANSFORD	JOAN	352.00			352.00

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
HOLLOWAY	DANIELLE	125.00			125.00
HOOD	JUDITH	112.00			112.00
IPPOLITO	JEANNETTE	172.00			172.00
KEEFE	ELLEN	585.00			585.00
KOBELSKI	CAROL	232.00			232.00
LAFHEY	CHERYLE	310.00			310.00
LANE	MELISSA	100.00			100.00
LAROSA	PEARL	92.00			92.00
LERETTE	ROSLYN	70.00			70.00
LINSCOTT	JANE	356.00			356.00
MAC INNIS	ROBERT	360.00			360.00
MAGRO	MARIE	259.00			259.00
MAHER	KATHERINE	625.00			625.00
MCGRATH	DOROTHY	580.00			580.00
MCKENNA	ROSE	352.00			352.00
MCNAMARA	CHARLENE	364.00			364.00
MCNAUGHT	JO-ANN	108.00			108.00
MCNAUGHT	PAUL	244.00			244.00
MCNAUGHT	RUBY	244.00			244.00
MCNAUGHT	THOMAS	84.00			84.00
MEEHAN	WILLA	240.00			240.00
MEGENS	ANSJE	120.00			120.00
MORRISSEY	DENISE	352.00			352.00
MURPHY	JANET	384.00			384.00
NASTASI	MURIEL	160.00			160.00
NICKERSON	DIANE	112.00			112.00
NILES	MILDRED	348.00			348.00
O'BRIEN DEE	RITA	557.50			557.50
PERROTTA	TERESA	756.00			756.00
PILCHER	MARY	771.00			771.00
POLI	LINDA	80.00			80.00
POLLARD	GAIL	588.00			588.00
QUAGLIA	P. JERRY	372.00			372.00
RAVAGNI	ADELE	408.00			408.00
REKKBIE	LINDA	200.00			200.00
ROBBIO	HELEN	156.00			156.00
ROBBIO	STEPHEN	200.00			200.00
RYAN	LORETTA	622.50			622.50
SANBORN	ELDA	470.00			470.00
SARGENT	CHARLOTTE	368.00			368.00
SARTORI	ANITA	240.00			240.00
SHEEHAN	LINDA	156.00			156.00



Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
SHEEHAN	LOIS	124.00			124.00
SPANN	SHERYL	64.00			64.00
STANTON	HELEN	244.00			244.00
TEMPIA	JACQUELINE	164.00			164.00
VASSALLO	MARYANN	260.00			260.00
YARBROUGH	JUDITH	392.00			392.00
ANDERSON	CAROLYN	120.00			120.00
AUGUSTUS	IRENE	112.00			112.00
BARLETTA	DAVID	155.00			155.00
BEATTIE	ELEANOR	192.00			192.00
BEATTIE	MARY	64.00			64.00
BENNETT	ARATI	15.00			15.00
BRADLEY	RUTH	116.00			116.00
BRADY	JEAN	120.00			120.00
BROTHERS	ARTHUR	120.00			120.00
BROTHERS	KATHLEEN	192.00			192.00
BULLEN	SUSAN	116.00			116.00
CALLAHAN	ANNE	150.00			150.00
CANNISTRARO	SANDRA	120.00			120.00
CASAZZA	MARY	192.00			192.00
CASEY	ELINOR	120.00			120.00
CHANDLER	BARBARA	120.00			120.00
COLMAN	JUDITH	198.00			198.00
COVIELLO	JOHN	192.00			192.00
DIBELLA	MARY	120.00			120.00
FIDLER	JOYCE	116.00			116.00
FOLEY	JOANNE	20.00			20.00
FRASER	EVELYN	52.00			52.00
GEARTY	LOUISE	120.00			120.00
GOLEN	ALICE	120.00			120.00
GROOM	BARBARA	120.00			120.00
HAINES	DONNA	76.00			76.00
HANSFORD	JOAN	116.00			116.00
HOLLOWAY	DANIELLE	15.00			15.00
HOOD	JUDITH	40.00			40.00
IPPOLITO	JEANNETTE	56.00			56.00
KEEFE	ELLEN	150.00			150.00
KOBELSKI	CAROL	120.00			120.00
LAFHEY	CHERYLE	145.00			145.00
LANE	MELISSA	15.00			15.00
LERETTE	ROSLYN	10.00			10.00
LINSCOTT	JANE	120.00			120.00

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
MAC INNIS	ROBERT	150.00			150.00
MAGRO	MARIE	120.00			120.00
MAHER	KATHERINE	150.00			150.00
MCKENNA	ROSE	72.00			72.00
MCNAMARA	CHARLENE	120.00			120.00
MCNAUGHT	THOMAS	120.00			120.00
MORRISSEY	DENISE	116.00			116.00
MURPHY	JANET	116.00			116.00
NASTASI	MURIEL	56.00			56.00
NICKERSON	DIANE	32.00			32.00
NILES	MILDRED	120.00			120.00
O'BRIEN DEE	RITA	150.00			150.00
PERROTTA	TERESA	192.00			192.00
PILCHER	MARY	192.00			192.00
POLI	LINDA	15.00			15.00
POLLARD	GAIL	174.00			174.00
QUAGLIA	P. JERRY	120.00			120.00
RAVAGNI	ADELE	116.00			116.00
REKKBIE	LINDA	10.00			10.00
ROBBIO	HELEN	28.00			28.00
ROBBIO	STEPHEN	88.00			88.00
RYAN	LORETTA	145.00			145.00
SANBORN	ELDA	116.00			116.00
SARGENT	CHARLOTTE	120.00			120.00
SHEEHAN	LOIS	120.00			120.00
STANTON	HELEN	120.00			120.00
TEMPIA	JACQUELINE	48.00			48.00
VASSALLO	MARYANN	120.00			120.00
YARBROUGH	JUDITH	120.00			120.00

#### REGISTRARS

CREAMER	EDWARD	500.00			500.00
GRAFFEO	DENISE	337.50			337.50
TEAGUE	FRANCIS	500.00			500.00
TEAGUE	RUTH	500.00			500.00

#### COMMUNITY DEVELOPMENT

BOYD	KYLE	47,835.02	275.59		48,110.61
BOYD	KYLE				-
CATHCART	DAWN	2,096.50			2,096.50
DIPRIMIO	LINDA	56,763.40			56,763.40

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
FOWLER	ROBERT	1,001.25	225.04		1,226.29
JOHNSON	MELISSA	6,539.57			6,539.57
PLUNKETT	DAVID	765.00			765.00
REED	NANCY	765.00			765.00
SADWICK	STEVEN	106,314.05			106,314.05
SPADA	VINCENT	843.75			843.75

**CABLE T.V.**

AYLES	MARK	1,383.60			1,383.60
CHMELA	NICHOLAS	685.44			685.44
RICCIARDI	CHRISTOPHER	205.76			205.76

**TOWN HALL**

RAY	SANDRA	42,055.68	1,103.16		43,158.84
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**POLICE DEPARTMENT**

BJORKGREN	ROBERT	72,671.83	10,223.90	14,456.36	97,352.09
BYRNE	CHRISTOPHER	59,442.19	6,785.31	12,552.82	78,780.32
CAPUANO	KAREN	54,227.98	2,049.96	3,977.00	60,254.94
CARAPELLUCCI	MATTHEW	52,306.47	3,481.29	2,767.90	58,555.66
CASEY	JOHN	56,832.17	7,014.95	16,472.32	80,319.44
CASEY	THOMAS	86,955.48	12,739.74	2,156.80	101,852.02
COLUMBUS	RYAN	95,654.05		10,656.66	106,310.71
CONNOR	PATRICK	57,086.39	9,124.46	12,871.38	79,082.23
COOKE	THOMAS	65,079.08	7,726.82	9,768.28	82,574.18
COVIELLO	CHRISTOPHER	89,825.46	19,169.71	15,630.30	124,625.47
CROWE	JOHN	50,479.30			50,479.30
DELUCIA JR	JOSEPH		562.60	10,672.50	11,235.10
DICALOGERO	CYNTHIA			14,280.50	14,280.50
DOHERTY	PATRICK			2,460.00	2,460.00
DONOGHUE	JOHN		112.52	26,537.89	26,650.41
DONOVAN	MICHAEL	68,683.94	8,044.27	5,436.06	82,164.27
DUFFY	DAVID	49,579.23	3,296.99	5,152.54	58,028.76
EVANS	DEBORA			7,216.00	7,216.00
FARNUM	BRIAN	67,797.57	20,360.63	8,232.38	96,390.58
FARRELL	JOHN		337.56	12,680.02	13,017.58
FIELD	ROBERT	84,686.26	12,972.77	20,077.46	117,736.49
FORTUNATO	JOSEPH			1,373.50	1,373.50
FOWLER	ROBERT			33,853.22	33,853.22



Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
GAGE	JASON	35,735.29	1,707.52		37,442.81
GATH	LEE			5,870.52	5,870.52
GATH	PHILIP			328.00	328.00
GAYNOR	SCOTT	99,229.52	26,752.84	8,836.50	134,818.86
GONZALEZ	ANDRE	67,524.28	11,033.12		78,557.40
GRIFFIN	JAMES	44,990.95	1,867.93	1,988.50	48,847.38
GRIFFIN	KIMBERLY	54,553.53	2,901.24		57,454.77
HANLEY	ERIC	59,920.80	3,691.33		63,612.13
HARRINGTON	PATRICK	77,431.89	7,831.68	7,070.54	92,334.11
HAZEL	GEORGE			8,507.50	8,507.50
HEBERT	JOHN	244.94			244.94
HILDEBRAND	MARK		112.52	2,834.84	2,947.36
HOLLIS	JAMES	70,896.86	13,531.61	16,579.13	101,007.60
HOLMES	MICHAEL	43,039.12	1,490.53	492.00	45,021.65
JACKMAN	EDWARD	52,938.32	6,056.65	26,735.96	85,730.93
JAREK	JOHN	114.84	562.60	39,396.92	40,074.36
JAREK	MATTHEW	114.84	112.52	3,095.50	3,322.86
JOP III	WALTER	82,141.11	19,582.47	12,421.30	114,144.88
JOYCE	ROBERT	41,779.98	3,439.86		45,219.84
JUDD	JANICE	306.18			306.18
KANDROTAS	STEPHEN			5,740.00	5,740.00
KELLEY	JOSEPH	82,835.16	17,495.48	16,457.98	116,788.62
KELLY	TIMOTHY	86,543.78	7,773.23	17,056.40	111,373.41
KENNEDY	ALICE	57,263.01	2,261.83		59,524.84
KERBER	DANIEL	68,835.63	13,080.42	32,727.50	114,643.55
LEFEBVRE	CHRISTOPHER	58,733.45	12,275.86	8,713.13	79,722.44
LEVY	DAVID			5,116.54	5,116.54
LUMSDEN	RICHARD		112.52	3,475.00	3,587.52
MACKEY BEAULIEU	LAUREN	6,736.74	262.84		6,999.58
MANLEY	MARY	13,429.52			13,429.52
MCCLAFFERTY	SHARON			9,000.00	9,000.00
MCKENNA	JAMES	110,788.81	19,608.38	3,075.00	133,472.19
MCLAUGHLIN	MICHAEL	58,833.69	7,159.85	3,418.30	69,411.84
MCLEOD	KATHRYN	69,211.34			69,211.34
MCMAHON	MARKUS	65,497.70	6,329.20	24,502.52	96,329.42
MCNAMARA	JASON	52,649.62	2,769.39	2,029.50	57,448.51
MIANO	DAVID	57,946.42	6,786.15	2,750.33	67,482.90
MORRIS	PAUL	51,803.58	5,207.94	9,075.00	66,086.52
MOSHER	BEVERLY		225.04	20,190.08	20,415.12
MULVEY	JESSICA	69,236.62	574.50		69,811.12
NEWCOMB	MICHAEL	55,774.42	10,817.70	29,035.92	95,628.04
NEWTON	EILEEN	46,027.06	152.08		46,179.14

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
NEWTON	JOSEPH	48,810.10	2,539.77		51,349.87
NICOSIA	PAUL	57,072.97	5,544.29	5,394.72	68,011.98
O'KEEFE	KIMBERLY	60,196.71	1,834.67		62,031.38
O'NEILL	BRIAN	72,796.29	22,434.16	9,131.24	104,361.69
PELRINE	STEPHEN	114.84	112.52	29,573.50	29,800.86
PERRY	MARK	80,425.98	7,216.02	16,401.80	104,043.80
PETERSON JR	DENNIS	68,019.93	19,260.19	18,855.26	106,135.38
PICCOLO	ARTHUR	56,435.80	162.80	246.00	56,844.60
PICCOLO JR	ALBERT	64,574.62	16,458.32	9,485.88	90,518.82
POISSON	KAREN	53,808.56	5,166.76		58,975.32
POWERS	JOHN		562.60	33,363.04	33,925.64
POWERS	STEPHEN			6,088.50	6,088.50
PRATT JR	DOUGLAS	54,656.14	8,940.69	972.32	64,569.15
REESE	KEVIN	72,512.91	5,303.20	13,203.70	91,019.81
REGAN	PETER	58,384.11	2,983.18	738.00	62,105.29
RICHARDSON	ANDREW	52,392.03	7,221.04	21,642.89	81,255.96
RUSSO	ALYSIA	68,848.49	4,834.69		73,683.18
RYSER	JAMES	66,347.05	3,187.81	881.50	70,416.36
SCHWALB JR	WILLIAM			40,301.00	40,301.00
SCOTT	CHRISTOPHER	60,633.22	5,943.42	13,750.16	80,326.80
SHEEHAN	MICHAEL	60,184.06			60,184.06
SHEEHAN	TIMOTHY	148,436.97	795.70		149,232.67
SMALL	MATTHEW	55,254.63	655.21		55,909.84
STEPHENS	ROBERT	92,767.74	10,847.30	14,500.75	118,115.79
STOTIK	PATRICIA	52,611.12	6,638.22		59,249.34
SULLIVAN	EDWARD	58,396.11	392.33		58,788.44
SULLIVAN	KAITLIN	2,308.55			2,308.55
TARPEY	WILLIAM	61.24	3,181.82		3,243.06
TORRES	STEVEN	80,502.96	7,450.59	3,704.18	91,657.73
TRELEGAN	COLIN	1,071.61			1,071.61
VASCONCELLOS	MICHAEL	11,837.20			11,837.20
VOLIANITES	JAMIE	168.40			168.40
VOTO	JOHN	111,960.26		984.00	112,944.26
VOZZELLA	ERICA	5,439.18			5,439.18
WARREN	BRIAN	85,029.36	10,317.56	3,891.75	99,238.67
WELCH	JENNIE	67,858.04	5,033.30		72,891.34
WHITEHOUSE	JACK		337.56	20,384.02	20,721.58
WILLIAMS JR	JAMES	99,229.51	15,273.61	492.00	114,995.12
WILLIAMS JR	JAMES				-
WILLIAMS JR	JAMES				-
WILLIAMS JR	JAMES				-
WOOD	MARK	114.84	112.52	15,209.25	15,436.61

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
WOOD	MARK				-
WOOD	MARK				-
WORTH	GARIN	52,908.48	1,224.23		54,132.71

**FIRE DEPARTMENT**

AUSTIN	SCOTT	61,978.10	17,440.99	480.00	79,899.09
BROTHERS	PATRICK	58,353.49	15,499.67		73,853.16
BROTHERS	WILLIAM	70,358.22	13,805.28		84,163.50
BRUCE	JAMES	75,209.06	15,220.98		90,430.04
BURNS	SUSAN	52,110.98			52,110.98
CALISTRO	ROBERT	76,852.91	21,357.70	980.00	99,190.61
CALLAHAN	MICHAEL	80,914.83	19,818.08	704.00	101,436.91
CARNEY	DAVID	71,928.03	18,532.39		90,460.42
DOGHERTY	JOSEPH	65,737.66	11,642.88		77,380.54
DOHERTY	PATRICK	62,302.20	19,148.20	800.00	82,250.40
ELLIOTT	TODD	56,779.83	15,258.38	160.00	72,198.21
FITZPATRICK	JAMES	54,682.33	10,987.30	320.00	65,989.63
FORERO	OSCAR	64,149.81	20,118.87		84,268.68
FORTUNATO	JOSEPH	63,640.07	16,522.03	520.00	80,682.10
FOWLER	JOHN	57,305.65	19,616.89	360.00	77,282.54
GIASULLO	DAVID	35,766.60	8,700.14		44,466.74
GIASULLO	JEFFREY	66,819.16	21,294.10	340.00	88,453.26
GIASULLO	MICHAEL	54,647.75	16,327.16	640.00	71,614.91
GIASULLO JR	JAMES	72,509.20	18,788.54		91,297.74
GILLIS	JOSEPH	62,767.43	80.77		62,848.20
GOSSE	WILLIAM	56,908.91	13,265.37		70,174.28
GREER JR	DONALD	76,815.93	19,858.61	640.00	97,314.54
GUTTADAURO	PAUL	70,133.73	9,081.78		79,215.51
HAMM	RICHARD	65,294.57	20,215.84	980.00	86,490.41
HAZEL	MICHAEL	128,337.74			128,337.74
HOLDEN	TIMOTHY	63,903.04	15,263.29	640.00	79,806.33
HURLEY	BRIAN	66,183.66	16,739.43	640.00	83,563.09
KARLBERG	DAVID	64,974.52	16,615.94		81,590.46
KEARNS	JOSEPH	65,076.80	24,875.81		89,952.61
KEDDIE	ROBERT	53,935.38	12,798.62	640.00	67,374.00
KEDDIE	SCOTT	80,931.32	31,094.56		112,025.88
KERR	GARY	76,509.72	21,713.71		98,223.43
LAWRIE	DALE	8,863.75			8,863.75
LEVY JR	DAVID	58,331.95	9,643.85		67,975.80
LITTLE	ROBERT	62,062.24	17,894.40		79,956.64



Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
MACKEY	BRIAN	59,490.20	9,235.68		68,725.88
MACKEY	RICHARD	34,301.17			34,301.17
MCGLAUFLIN	RUSSELL	70,669.80	21,100.05	990.00	92,759.85
MERRILL	MICHAEL	56,939.83	13,593.46	160.00	70,693.29
MERRILL MORGADO	CHRISTINA	58,660.47	16,858.42	160.00	75,678.89
MURPHY IV	THOMAS	57,811.31	19,954.60		77,765.91
NIVEN	TIMOTHY	76,962.37	10,070.57		87,032.94
POWERS	STEPHEN	68,280.16	18,281.07		86,561.23
ROSEMOND	ALAN	63,435.82	17,726.73		81,162.55
SANDBERG	KENNETH	63,984.09	20,010.84	640.00	84,634.93
SAWICKI	DANIEL	57,295.57	8,819.31	480.00	66,594.88
SITAR	DANIEL	65,036.79	13,981.75		79,018.54
SITAR JR	MICHAEL	97,693.77	19,868.04		117,561.81
SMALL	DANIEL	62,024.14	11,668.62	640.00	74,332.76
SPENCER	STEVEN	58,072.77	13,121.46	560.00	71,754.23
VASAS	ALBERT	99,672.80	10,645.20		110,318.00
VISCIONE	JON	85,850.31	17,263.07		103,113.38
YOST	DANIEL	56,854.83	11,710.36	1,180.00	69,745.19

#### **BUILDING DEPARTMENT**

ARMSTRONG	ROBERT	8,255.50			8,255.50
BAGNI	RICHARD	298.98			298.98
CATHCART	DAWN	51,971.18			51,971.18
JOHNSON	EDWARD	74,925.27			74,925.27
NONNI	PAUL	367.20			367.20
O'KEEFE	NANCY	51,611.07			51,611.07
SULLIVAN	HAROLD	19,662.88			19,662.88
WILD	PAUL	20,048.56			20,048.56

#### **DEPARTMENT OF PUBLIC WORKS**

BELIDA	ROBERT	150.00	6,832.14		6,982.14
CALLISON	PATRICK	34,509.15	7,540.62		42,049.77
CAREY	PATRICK		511.75		511.75
CHANDLER	KENNETH		4,681.98		4,681.98
CHANDLER JR	WILLIAM	78,242.03	12,008.40		90,250.43
CONLON	KEVIN	69,203.57	16,102.74		84,816.02
CRUZ	ROBERT	4,739.52			4,739.52
DEROCHE	GEORGE		3,141.92		3,141.92
DESHLER	TERESA	30,203.55	191.32		30,394.87
GIANNETTI	FRANK		191.28		191.28

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
GILBERT	BRIAN	104,892.58			104,892.58
GILBERT	LAWRENCE	66,954.26			66,954.26
GIULIANO	JOSEPH	32,389.22	1,327.68		33,716.90
JAQUEZ	CARLOS	49,557.60	1,223.94		50,781.54
LADDERBUSH	MARLENE		474.39		474.39
LAYNE	KENNETH	61,444.43	5,442.03		66,886.46
MALONE	JASON	36,839.43	5,003.69		41,645.19
MARION	BERNARD	61,073.60	4,382.06		65,455.66
MARION II	LOUIS	49,863.99	5,843.37		55,707.36
MCCARTHY	WILLIAM	51,036.80	8,076.40		59,113.20
MINER JR	ROBERT	43,639.57	5,484.11		49,123.68
MUDARRIE	NICHOLAS		1,556.25		1,429.57
NAZARIAN	NINA	28,051.99			28,051.99
PATTERSON	SUSAN	53,401.12			53,401.12
PRATT	JOHN	49,601.80	8,186.49		57,788.29
SALERNO	JOHN		185.89		185.89
SCOTT	DANIEL	1,906.48			1,906.48
SPINALE	RICHARD	82,379.84			82,379.84
STEIN	MICHELE	75,158.45			75,158.45
STODDARD	RICHARD	781.14	6,581.81		7,031.81
STRONACH	TIMOTHY		9,845.41		9,845.41
WARD	JACK	3,820.61	11,580.47		15,030.47
WESTAWAY	RICHARD	450.00	841.28		1,291.28

#### SEWER DEPARTMENT

BELIDA	ROBERT	71,585.41	6,577.80		78,163.21
CALLISON	PATRICK		63.34		63.34
CHANDLER JR	WILLIAM		889.75		889.75
CHANDLER	KENNETH		4,691.42		4,691.42
CONLON	KEVIN	300.00	2,150.79		2,450.79
DEROCHE	GEORGE		7,915.00		7,915.00
GIULIANO	JOSEPH		593.34		593.34
LAYNE	KENNETH	300.00	1,045.71		1,345.71
MALONE	JASON		63.35		63.35
MARION II	LOUIS		853.21		853.21
MARION	BERNARD		524.53		524.53
MCCARTHY	WILLIAM	8,323.58	1,017.32		9,340.90
PETERS	MICHAEL		1,082.95		1,082.95
PRATT	JOHN		711.19		711.19
STODDARD	RICHARD	68,655.23	8,939.25		77,594.48
STRONACH	TIMOTHY		5,890.08		5,890.08

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
WARD	JACK	1,500.00	12,543.99		14,043.99
WESTAWAY	RICHARD		1,905.94		1,905.94

#### **WATER DEPARTMENT**

BELIDA	ROBERT	900.00	8,734.29		9,634.29
CALLISON	PATRICK		174.18		174.18
CHANDLER JR	WILLIAM	600.00			600.00
CHANDLER	KENNETH	59,371.13	8,510.72		67,881.85
CONLON	KEVIN	600.00	6,472.94		7,072.94
DEROCHE	GEORGE	77,964.22	9,401.25		87,365.47
GATH	BRIAN	31,753.58			31,753.58
LAYNE	KENNETH	600.00	527.87		1,127.87
MALONE	JASON		831.31		831.31
MARION II	LOUIS	9,628.40	966.84		10,595.24
MARION	BERNARD	300.00	1,641.87		1,941.87
MCCARTHY	WILLIAM		2,864.70		2,864.70
PETERS	MICHAEL	48,635.33	3,831.42		52,466.75
PRATT	JOHN		1,037.63		1,037.63
STODDARD	RICHARD	600.00	10,492.35		11,092.35
STRONACH	TIMOTHY	66,496.88	9,247.04		75,743.92
WARD	JACK	68,636.84	15,644.15		84,280.99
WESTAWAY	RICHARD	74,282.88	3,962.75		78,245.63
BROTHERS	MICHAEL	63,165.77	6,287.15		69,452.92
CAREY	PATRICK	56,453.94	6,184.52		62,638.46
DONOVAN	MICHAEL	65,369.18	7,473.63		72,842.81
GIANNETTI	FRANK	66,497.02			66,497.02
HIRTLE	MATHEW	63,483.86	2,693.54		66,177.40
LADDERBUSH	MARLENE	66,095.08	5,075.97		71,171.05
MINER JR	ROBERT	64,862.48	10,530.13		75,392.61
SALERNO	JOHN	67,114.49	10,426.04		77,540.53
VIEWEG JR	EDWARD	69,923.87	4,418.62		74,342.49
ZEDIANA	LEWIS	92,862.36			92,862.36
BAROZZI	PETER	18,274.34			18,274.34
SOUZA	VIVIAN	494.05			494.05

#### **BOARD OF HEALTH**

BROTHERS	KATHLEEN	393.75			393.75
CATHCART	DAWN	665.53			665.53
CLEMENT	LOU-ANN	85,801.19			85,801.19
DESMOND	VIRGINIA	24,459.50			24,459.50



Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
FRENCH	PHILLIP	405.00			405.00
JOY	DIANE	26,834.95			26,834.95
KINNON	CHRISTINE	315.00			315.00
ROUX	CHARLES	315.00			315.00
SHEEHAN	EDWARD	183.75			183.75
THOMAS	PAMELA	3,761.04			3,761.04
TREARCHIS	DEAN	66,306.19			66,306.19
SULLIVAN	TIMOTHY	267.56	62.71		330.27

#### COUNCIL ON AGING

NOEL	ROBERT		1,088.74		1,088.74
BRABANT	LINDA	82,120.41			82,120.41
CONOLE	JANICE	20,955.55			20,955.55
NOEL	ROBERT	49,903.15	1,357.29		51,260.44
CONOLE	JANICE	3,294.56			3,294.56

#### VETERANS SERVICES

WILLIAMS	JAMES	50,325.23			50,325.23
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#### LIBRARY

DESHLER JR	MICHAEL	356.32	1,959.78		2,316.10
BOC	NOELLE	56,763.41	391.61		57,155.02
BRILEY	JEANNINE	30,878.33			30,878.33
BURKE	JENNIFER	39,480.59	785.81		40,266.40
CONNOLLY	JILL	31,822.36	574.84		32,397.20
DESHLER JR	MICHAEL	49,571.66	1,310.85		50,882.51
GIARRUSSO	DIANE	69,132.28			69,132.28
GROVE	CINDY	16,285.84	92.18		16,378.02
HAYES	ROBERT	47,623.00	111.52		47,734.52
HOLLAND	GAIL	39,980.49	597.62		40,578.11
MARTIN	AMY	39,993.92	671.35		40,665.27
MOONEY	HELEN	39,480.58			39,480.58
SALVATO	JOYCE	24,441.29			24,441.29
SANGER	LISBET	29,183.40	205.97		29,389.37
STEELE	RACHEL	36,378.34	377.96		36,756.30
TOOMBS	MARY	58,805.10			58,805.10
TOPPIN	JOANNE	41,818.89	669.95		42,488.84
DESHLER JR	MICHAEL		249.43		249.43

Last Name	First Name	BASE	OVERTIME	DETAIL	TOTAL
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**RECREATION DEPARTMENT**

CALLISON	PATRICK	9,458.40	1,274.69		10,733.09
COPPI	MATTHEW	26,366.91	3,263.01		29,629.92
SULLIVAN	TIMOTHY	35,603.27	4,418.36		40,021.63

		13,681,710.48	1,652,460.28	868,651.76	16,201,305.87
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# School Employee Earnings

NAME	REGULAR	OTHER*	TOTAL
ABATE-UPSON, CYNTHIA	\$ 71,882.60	\$ 661.99	\$ 72,544.59
ABBOTT, MARY	\$ 22,182.02	\$ 12,797.89	\$ 34,979.91
ABIS, JENNIFER L .	\$ 3,150.00	\$ -	\$ 3,150.00
ACCONCIA, HALEY M .	\$ 1,015.75	\$ -	\$ 1,015.75
ACHILLA, ANN M .	\$ 11,471.26	\$ -	\$ 11,471.26
ADAMS, ANN R .	\$ 8,145.00	\$ -	\$ 8,145.00
ADAMS, MARY LOUISE B .	\$ 62,207.36	\$ 463.26	\$ 62,670.62
ADAMS, ROBIN J .	\$ 14,688.85	\$ 665.38	\$ 15,354.23
AIELLO, MARY BETH J .	\$ 60,534.82	\$ 512.67	\$ 61,047.49
ALBRECHT, VIRGINIA F .	\$ 1,875.00	\$ -	\$ 1,875.00
ALLARD, JUDITH M .	\$ 71,363.82	\$ 956.53	\$ 72,320.35
ALUKONIS, LINDA	\$ 15,843.01	\$ 2,326.90	\$ 18,169.91
AMATO, NICHOLAS C .	\$ 49,817.36	\$ 4,242.94	\$ 54,060.30
AMPE, SUSAN J .	\$ 20,279.16	\$ -	\$ 20,279.16
ANDELLA, LAUREN M .	\$ 625.64	\$ -	\$ 625.64
ANDERSON, KATHLEEN	\$ 67,320.08	\$ 756.41	\$ 68,076.49
ANDERSON, KATHLEEN S .	\$ 220.00	\$ -	\$ 220.00
ANDERSON, WAYNE R .	\$ 3,863.03	\$ -	\$ 3,863.03
ANGELO, LAURIE	\$ 22,182.02	\$ 348.16	\$ 22,530.18
ARNOLD, JENNIFER R .	\$ 69,933.98	\$ 1,592.26	\$ 71,526.24
ARSENAULT, KRISSY	\$ 251.84	\$ -	\$ 251.84
AUSTIN, NICHOLAS M .	\$ 6,169.73	\$ -	\$ 6,169.73
AYLWARD, BRIAN	\$ 75,834.99	\$ 10,179.14	\$ 86,014.13
BAILEY, LISA J .	\$ 69,999.68	\$ 572.74	\$ 70,572.42
BAIN, DONALD	\$ 108.00	\$ -	\$ 108.00
BAKER OBRIEN, KAREN M .	\$ 77,356.82	\$ 3,001.58	\$ 80,358.40
BAKER, KATHRYN M .	\$ 43,633.26	\$ -	\$ 43,633.26
BALBONI, MICHELE B .	\$ 7,322.20	\$ 142.71	\$ 7,464.91
BALDWIN, ERIC D .	\$ 240.00	\$ -	\$ 240.00
BANCROFT, KAREN J .	\$ 70,908.38	\$ 597.59	\$ 71,505.97
BAPTISTA, SARAH E .	\$ 898.00	\$ -	\$ 898.00
BARBATI, JENNIFER S .	\$ 47,357.62	\$ 1,176.02	\$ 48,533.64
BARBOZA, ANNA I .	\$ 682.51	\$ -	\$ 682.51
BARLETTA, ANNE M .	\$ 1,755.00	\$ -	\$ 1,755.00
BARNES, MARYANN M .	\$ 2,691.48	\$ -	\$ 2,691.48
BARNETT, SUSAN K .	\$ 75,552.14	\$ 13,901.81	\$ 89,453.95
BARRY, KERI A .	\$ 150.00	\$ -	\$ 150.00
BARRY, PAULINE A .	\$ 30.00	\$ -	\$ 30.00
BARTEVYAN, MELANIE R .	\$ 1,022.00	\$ -	\$ 1,022.00
BASILIERE, MARCO P .	\$ 68,811.54	\$ 675.99	\$ 69,487.53
BASTERI, CYNTHIA A .	\$ 22,982.96	\$ 7,684.71	\$ 30,667.67



NAME	REGULAR	OTHER*	TOTAL
BASTERI, LAWRENCE J . JR	\$ 5,727.12	\$ -	\$ 5,727.12
BEDARD, MAUREEN	\$ 15,450.49	\$ 400.00	\$ 15,850.49
BELLISTRI, ANDREW F .	\$ 66,815.70	\$ 8,090.44	\$ 74,906.14
BENNETT, DEBORAH E .	\$ 17,333.82	\$ 5,474.74	\$ 22,808.56
BENNETT, ELAINE M .	\$ 19,410.30	\$ 4,260.00	\$ 23,670.30
BENNING, KRISTINE	\$ 22,766.62	\$ 1,890.00	\$ 24,656.62
BENVENUTO, KATHLEEN M .	\$ 12,116.14	\$ -	\$ 12,116.14
BENVENUTO, KAYLA M .	\$ 708.00	\$ -	\$ 708.00
BERGLUND, KAREN	\$ 3,591.52	\$ -	\$ 3,591.52
BERNSTEIN, DAVID C .	\$ 54,762.76	\$ 1,569.35	\$ 56,332.11
BETTENCOURT, SANDRA C .	\$ 54,297.90	\$ 11,344.38	\$ 65,642.28
BEVILAQUA, LISA	\$ 6,689.95	\$ 200.00	\$ 6,889.95
BEY-ALLEN, GEORGIA L .	\$ 2,909.71	\$ -	\$ 2,909.71
BIERMAN, EMILY L .	\$ 13,828.64	\$ 308.41	\$ 14,137.05
BILODEAU, CATHLEEN	\$ 82,000.30	\$ 1,938.86	\$ 83,939.16
BILODEAU, JOSHUA B .	\$ 21,832.58	\$ 256.87	\$ 22,089.45
BLACKWELL, SUZANNE M .	\$ 5,356.15	\$ 200.00	\$ 5,556.15
BLISS, GAIL	\$ 71,243.70	\$ 92.99	\$ 71,336.69
BLISS, MARC A .	\$ 3,494.75	\$ -	\$ 3,494.75
BONGIORNO, LINDA A .	\$ 2,203.09	\$ -	\$ 2,203.09
BOSWORTH, ALEXIS J .	\$ 68,502.56	\$ 9,058.06	\$ 77,560.62
BOUDREAU, MARILYN C .	\$ 682.51	\$ -	\$ 682.51
BOUDREAU, SARAH A .	\$ 47,958.35	\$ 4,289.29	\$ 52,247.64
BOUDREAU-HILL, DONNA M .	\$ 83,227.40	\$ 2,276.37	\$ 85,503.77
BOURGEOIS, CHRISTINE C .	\$ 1,622.50	\$ 306.25	\$ 1,928.75
BOURGEOIS, MARIE R .	\$ 17,857.50	\$ 19,250.62	\$ 37,108.12
BOURNE, NICHOLAS J .	\$ 3,118.27	\$ -	\$ 3,118.27
BOWDEN, DONNA M .	\$ 71,821.98	\$ 507.90	\$ 72,329.88
BOYLE, NANCY M .	\$ 62,521.20	\$ 12,300.86	\$ 74,822.06
BRACE, CHARLOTTE T .	\$ 682.51	\$ -	\$ 682.51
BRACE, JOANN	\$ 600.60	\$ -	\$ 600.60
BRADLEY, HEATHER L .	\$ 58,022.42	\$ 829.17	\$ 58,851.59
BRADLEY, LOREEN R .	\$ 23,119.20	\$ -	\$ 23,119.20
BRADLEY, MARK A .	\$ 10,262.00	\$ -	\$ 10,262.00
BRADLEY, SHANNON	\$ 4,822.84	\$ 200.00	\$ 5,022.84
BRADLEY, THERESA E .	\$ 430.00	\$ -	\$ 430.00
BRADLEY, THOMAS M .	\$ 8,350.00	\$ -	\$ 8,350.00
BREKALIS, KRISTIN L .	\$ 1,892.00	\$ -	\$ 1,892.00
BRENNAN, ANNE R .	\$ 22,182.02	\$ 786.79	\$ 22,968.81
BREWIN, DEBORAH A .	\$ 69,476.96	\$ 497.04	\$ 69,974.00
BRIDGFORD, GAYLE A .	\$ 67,196.44	\$ 1,246.87	\$ 68,443.31
BRIGGS, ROBERT C . JR	\$ 3,057.00	\$ -	\$ 3,057.00
BRIGIDA, ROBERT M .	\$ 62,207.36	\$ 5,499.12	\$ 67,706.48
BRODERICK, LISA M .	\$ 39.92	\$ -	\$ 39.92
BROOKS, HEIDI A .	\$ 903.19	\$ -	\$ 903.19

NAME	REGULAR	OTHER*	TOTAL
BRUCE, JAMES M .	\$ 26,852.28	\$ 5,065.65	\$ 31,917.93
BRUFF, KIMBERLY M .	\$ 55,854.03	\$ 5,986.02	\$ 61,840.05
BUCKLEY, WILLIAM Q .	\$ 2,909.50	\$ -	\$ 2,909.50
BUEHLER, DEBORAH J .	\$ 67,429.76	\$ 870.65	\$ 68,300.41
BUMPUS, KATHLEEN F .	\$ 108.00	\$ -	\$ 108.00
BURISHKIN, KELLY E .	\$ 67,185.30	\$ 1,007.69	\$ 68,192.99
BURKE, DARLENE	\$ 5,729.20	\$ 200.00	\$ 5,929.20
BURKE, JOSEPH E .	\$ 39,849.16	\$ 1,362.66	\$ 41,211.82
BURNS, CHRISTOPHER W .	\$ 10,805.00	\$ -	\$ 10,805.00
BYRNE, CHRISTOPHER A .	\$ 3,362.00	\$ -	\$ 3,362.00
BYRNES, ANTOINETTE	\$ 6,080.00	\$ -	\$ 6,080.00
BYRNES, JOHN	\$ 68,810.24	\$ 14,889.28	\$ 83,699.52
CACCAMESI, KRISTIN J .	\$ 444.00	\$ -	\$ 444.00
CALLAHAN, CHLOE A .	\$ 69,933.98	\$ 492.10	\$ 70,426.08
CALLANAN, EILEEN F .	\$ 14,845.17	\$ 12,140.00	\$ 26,985.17
CALLANAN, MICHAEL D .	\$ 33,677.20	\$ 806.33	\$ 34,483.53
CAMERON, ALLISON E .	\$ 67,054.73	\$ 915.59	\$ 67,970.32
CAMIRE, RICHARD	\$ 70,697.98	\$ 2,719.47	\$ 73,417.45
CAMPBELL, AMANDA L .	\$ 48,745.76	\$ 759.17	\$ 49,504.93
CAMPBELL, COURTNEY E .	\$ 46,160.72	\$ 366.81	\$ 46,527.53
CANADAS, KIMBERLY A .	\$ 599.72	\$ -	\$ 599.72
CAPPIELLO, NANCY A .	\$ 9,109.38	\$ 240.00	\$ 9,349.38
CAREW, LISA	\$ 1,940.00	\$ 200.00	\$ 2,140.00
CAREY, ASHLEY J .	\$ 1,873.25	\$ -	\$ 1,873.25
CAREY, CAMERON E .	\$ 14,857.00	\$ -	\$ 14,857.00
CAREY, KEVIN R .	\$ 47,039.54	\$ -	\$ 47,039.54
CAREY, MICHAEL P .	\$ 43,713.63	\$ 8,602.88	\$ 52,316.51
CAREY, TYLER	\$ 3,212.78	\$ -	\$ 3,212.78
CARLETON, KATHRYN H .	\$ 69,777.36	\$ 728.32	\$ 70,505.68
CARLIN, STEVEN M .	\$ 240.00	\$ -	\$ 240.00
CARLINO, LOREN M .	\$ 73,102.92	\$ 452.31	\$ 73,555.23
CARLINO, NICOLE M .	\$ 5,115.02	\$ -	\$ 5,115.02
CARON, ERIN M .	\$ 60,078.26	\$ 474.90	\$ 60,553.16
CARPENITO, THOMAS A .	\$ 68,502.56	\$ 1,269.06	\$ 69,771.62
CARR, DELANEY	\$ 180.00	\$ -	\$ 180.00
CARR, JEAN M .	\$ 5,580.00	\$ -	\$ 5,580.00
CARRILLO, MARY J .	\$ 5,064.36	\$ -	\$ 5,064.36
CARTER, DANIEL A .	\$ 45,121.41	\$ 15,212.83	\$ 60,334.24
CARTER, LINDA	\$ 15,028.30	\$ 524.00	\$ 15,552.30
CARVER, NORMAN R . JR	\$ 43,528.62	\$ -	\$ 43,528.62
CARY, CAROL A .	\$ 1,128.00	\$ -	\$ 1,128.00
CASEY, DEANNE E .	\$ 40,923.88	\$ -	\$ 40,923.88
CASEY, KATHLEEN	\$ 32,287.16	\$ 1,932.21	\$ 34,219.37
CASTIGLIONE, MAUREEN	\$ 1,563.98	\$ -	\$ 1,563.98
CATTOGGIO-NELSON, CARLY	\$ 1,520.54	\$ -	\$ 1,520.54

NAME	REGULAR	OTHER*	TOTAL
CERULLO, TERESA M .	\$ 3,034.30	\$ -	\$ 3,034.30
CHAN, CHRISTOPHER Y .	\$ 8,857.50	\$ -	\$ 8,857.50
CHAN, MARJORIE J .	\$ 73,612.06	\$ 1,066.63	\$ 74,678.69
CHAN, MEGAN Y .	\$ 612.00	\$ -	\$ 612.00
CHASAN, LISA	\$ 72,858.04	\$ 3,616.79	\$ 76,474.83
CHASE, ELLEN	\$ 120.00	\$ -	\$ 120.00
CHHIM, SOKORNTAR	\$ 1,365.00	\$ -	\$ 1,365.00
CINTOLO, KAREN	\$ 74,357.00	\$ 841.23	\$ 75,198.23
CLARK, DANIELLE J .	\$ 75.00	\$ -	\$ 75.00
CLARK, SUSAN M .	\$ 74,445.06	\$ 416.08	\$ 74,861.14
COAKLEY, TARA M .	\$ 21,765.48	\$ 436.00	\$ 22,201.48
COLLINS, GEORGE P .	\$ 34,403.74	\$ 5,422.70	\$ 39,826.44
COMEIRO DAMRATH, NICOLE	\$ 5,002.56	\$ 200.00	\$ 5,202.56
CONKLIN, KATIE M .	\$ 1,049.76	\$ -	\$ 1,049.76
CONNELL, KATHLEEN J .	\$ 80,821.82	\$ 911.30	\$ 81,733.12
CONNERS, PHILIP	\$ 5,441.00	\$ -	\$ 5,441.00
CONNERTY, EDWARD T .	\$ 15,013.31	\$ -	\$ 15,013.31
CONNORS, STACEY L .	\$ 2,085.67	\$ -	\$ 2,085.67
CONRAD, KATHLEEN E .	\$ 57,252.84	\$ 637.39	\$ 57,890.23
CONSTABLE, MARICARMEN	\$ 20,652.32	\$ 364.78	\$ 21,017.10
CONSTANTINO, KELLY L .	\$ 30,312.48	\$ 198.71	\$ 30,511.19
CONTALONIS, MAUREEN	\$ 7,805.71	\$ 200.00	\$ 8,005.71
CONWAY, KARLA	\$ 323.30	\$ -	\$ 323.30
CONWAY, STACY M .	\$ 31,385.00	\$ 3,237.50	\$ 34,622.50
COOKE, ANDREA	\$ 768.00	\$ -	\$ 768.00
CORBETT, ANTHONY G .	\$ 5,367.71	\$ -	\$ 5,367.71
CORMIER, ANDRE P .	\$ 60.00	\$ -	\$ 60.00
COTE, CHRISTINE	\$ 22,766.62	\$ 217.39	\$ 22,984.01
COTE, JENNIFER M .	\$ 70,241.66	\$ 954.72	\$ 71,196.38
COUGHLAN, BRENDAN G .	\$ 3,502.82	\$ -	\$ 3,502.82
COUGHLAN, ROSEMARY A .	\$ 72,887.04	\$ 4,967.84	\$ 77,854.88
COURNOYER, LISA T .	\$ 72,825.42	\$ 600.84	\$ 73,426.26
COVEL, CAROLYN A .	\$ 5,552.52	\$ 200.00	\$ 5,752.52
COVINO, CHRISTA M .	\$ 45,374.64	\$ 2,004.33	\$ 47,378.97
COWAN, SARA B .	\$ 55,957.81	\$ 454.59	\$ 56,412.40
CRAFT, LESLEY A .	\$ 1,365.00	\$ -	\$ 1,365.00
CREMIN, CHRISTINE M .	\$ 72,122.22	\$ 413.40	\$ 72,535.62
CREMINS, EDWARD D .	\$ 49,313.70	\$ 18,065.09	\$ 67,378.79
CULHANE, ALICE B .	\$ 764.00	\$ -	\$ 764.00
CUMMINGS, GERALDINE M .	\$ 12,520.82	\$ -	\$ 12,520.82
CUNNINGHAM-ALLARD, JENNIFER	\$ 5,667.16	\$ -	\$ 5,667.16
CURLEY, ROSE	\$ 57,277.04	\$ 829.15	\$ 58,106.19
CURTIN, BARBARA A .	\$ 37,067.39	\$ 11,315.09	\$ 48,382.48
CURTIN, PAULA M .	\$ 22,961.52	\$ 23,616.16	\$ 46,577.68
CUSICK, FRANCIS	\$ 34,867.56	\$ 249.97	\$ 35,117.53



NAME	REGULAR	OTHER*	TOTAL
CUTELIS, JAMES A .	\$ 2,499.96	\$ -	\$ 2,499.96
CUTRONEO, LISA	\$ 514.65	\$ -	\$ 514.65
CZYZEWSKI, RENEE C .	\$ 23,076.96	\$ -	\$ 23,076.96
D'AMORE, DANIEL F .	\$ 25,913.12	\$ 452.22	\$ 26,365.34
DANIEL, KENNAN E .	\$ 61,566.62	\$ 3,489.97	\$ 65,056.59
DARRIGO, LISA A .	\$ 2,931.37	\$ 360.00	\$ 3,291.37
DAVIS, JANET	\$ 65,570.46	\$ 635.02	\$ 66,205.48
DAVIS, NICOLE T .	\$ 2,762.50	\$ -	\$ 2,762.50
DAVOS, DIANE	\$ 42,300.00	\$ 2,405.55	\$ 44,705.55
DAY, CHRISTINA M .	\$ 108.00	\$ -	\$ 108.00
DEARING, MAURA A .	\$ 72,796.38	\$ 667.90	\$ 73,464.28
DECAROLIS, BRANDI M .	\$ 68,502.56	\$ 637.86	\$ 69,140.42
DECOSTE, ROBERT E .	\$ 696.00	\$ -	\$ 696.00
DELUCIA, FRANCES	\$ 63,187.92	\$ 453.46	\$ 63,641.38
DEMATTIA, DEBRA A .	\$ 4,553.14	\$ 395.00	\$ 4,948.14
DEMERS, MARC A .	\$ 67,429.76	\$ 8,249.75	\$ 75,679.51
DEMOS, SHANNON	\$ 64,916.34	\$ 9,001.74	\$ 73,918.08
DEPIERRO, DONNA M .	\$ 17,328.68	\$ 563.01	\$ 17,891.69
DEPIERRO, VINCENT J .	\$ 5,947.72	\$ -	\$ 5,947.72
DERMODY, JOSEPH J .	\$ 59,129.52	\$ 4,441.73	\$ 63,571.25
DESHLER, JONATHAN M .	\$ 108.00	\$ -	\$ 108.00
DESHLER, MARYANN J .	\$ 22,828.14	\$ 341.79	\$ 23,169.93
DESHLER, TYLER D .	\$ 4,629.00	\$ -	\$ 4,629.00
DESJARDINS, BRYAN	\$ 68,312.49	\$ 6,269.85	\$ 74,582.34
DESROCHERS, LISA E .	\$ 70,908.38	\$ 420.59	\$ 71,328.97
DESTEFANO, KATIA G .	\$ 3,854.96	\$ -	\$ 3,854.96
DEVEAU, KATHERINE M .	\$ 64,596.06	\$ 560.94	\$ 65,157.00
DEVINCENTIS, NICOLETTA	\$ 69,436.40	\$ 984.63	\$ 70,421.03
DICK, BRIAN H .	\$ 2,833.32	\$ -	\$ 2,833.32
DICK, MICHELLE M .	\$ 45,461.36	\$ 3,644.83	\$ 49,106.19
DICREDICO, LAUREN M .	\$ 240.00	\$ -	\$ 240.00
DIFELICE, ALLISON	\$ 14,443.62	\$ 720.00	\$ 15,163.62
DIFRANCO, JENNIFER P .	\$ 796.42	\$ -	\$ 796.42
DIORIO, ELYSE C .	\$ 1,164.00	\$ -	\$ 1,164.00
DIPRIMA, JONATHAN P .	\$ 19,808.82	\$ 16,619.75	\$ 36,428.57
DIRK, MELISSA C .	\$ 11,361.58	\$ -	\$ 11,361.58
DIROCCO, LEO	\$ 23,681.36	\$ 6,339.00	\$ 30,020.36
DOBBIN, TRAVIS M .	\$ 40,064.12	\$ 12,547.94	\$ 52,612.06
DOHERTY, DEREK	\$ 5,441.00	\$ -	\$ 5,441.00
DOHERTY, JAMIE A .	\$ 7,254.08	\$ 5,559.56	\$ 12,813.64
DOHERTY, KATELYN K .	\$ 192.00	\$ -	\$ 192.00
DOHERTY, KEVIN M .	\$ 2,544.00	\$ -	\$ 2,544.00
DOHERTY, KIMBERLY E .	\$ 8,787.56	\$ 8,137.46	\$ 16,925.02
DOHERTY, LAURIE A .	\$ 16,733.82	\$ 570.00	\$ 17,303.82
DOHERTY, MARIA M .	\$ 32,180.33	\$ 7,450.00	\$ 39,630.33

NAME	REGULAR	OTHER*	TOTAL
DOHERTY-FRONDUTO, CHRISTINE	\$ 7,294.33	\$ 447.05	\$ 7,741.38
DONAHOE, TAYLOR A .	\$ 894.00	\$ -	\$ 894.00
DONAHUE, LISA M .	\$ 21,337.28	\$ 1,543.89	\$ 22,881.17
DONNELLY, DEBORAH C .	\$ 540.00	\$ -	\$ 540.00
DONOGHUE, JOHN	\$ 4,930.68	\$ -	\$ 4,930.68
DOOLAN, ROBERT D .	\$ 69,476.96	\$ 639.41	\$ 70,116.37
DOOLEY, CAROLYN E .	\$ 68,594.37	\$ 454.36	\$ 69,048.73
DORRANCE, ROSAMOND J .	\$ 95,491.24	\$ 746.32	\$ 96,237.56
DOUCETTE, PATRICIA J .	\$ 1,978.00	\$ -	\$ 1,978.00
DRISCOLL, BARBARA A .	\$ 552.08	\$ -	\$ 552.08
DROUIN, RONALD JR	\$ 69,476.96	\$ 5,901.23	\$ 75,378.19
DRUM, SUSAN M .	\$ 12,333.65	\$ -	\$ 12,333.65
DUGGAN, TAMMY	\$ 5,364.99	\$ 200.00	\$ 5,564.99
DULONG, LINDA	\$ 150.00	\$ -	\$ 150.00
DUNN, JEANNE M .	\$ 980.00	\$ -	\$ 980.00
DYKEMAN, LYNNE	\$ 39,573.29	\$ 236.32	\$ 39,809.61
EARLY, PAUL D .	\$ 73,388.68	\$ 1,465.48	\$ 74,854.16
EDGERTON, EAMON M .	\$ 70,236.64	\$ 1,562.80	\$ 71,799.44
ELDRINGHOFF, MARY S .	\$ 82,469.22	\$ 1,351.27	\$ 83,820.49
ELWELL, JOANNE M .	\$ 22,696.96	\$ 8,143.40	\$ 30,840.36
EMERSON, TIFFANY J .	\$ 46,576.08	\$ -	\$ 46,576.08
ENGELKEN, MELISSA A .	\$ 13,608.19	\$ 219.87	\$ 13,828.06
ENGELS, THOMAS	\$ 2,160.00	\$ -	\$ 2,160.00
ENOS, TERESA A .	\$ 62,207.36	\$ 510.68	\$ 62,718.04
ESKENAS, BETH A .	\$ 2,983.75	\$ -	\$ 2,983.75
EVANS, GAVIN S .	\$ 784.23	\$ -	\$ 784.23
EWALD, GERALDINE	\$ 1,331.04	\$ -	\$ 1,331.04
FABIANO, WILLIAM J . JR	\$ 53,559.18	\$ 417.90	\$ 53,977.08
FAGAN, JUNE E .	\$ 61,566.62	\$ 429.63	\$ 61,996.25
FAIRWEATHER, PAULA R .	\$ 670.32	\$ -	\$ 670.32
FARNHAM, JAYNE	\$ 81,210.92	\$ 887.01	\$ 82,097.93
FARREY FORSYTH, NANCY	\$ 1,447.13	\$ 38.49	\$ 1,485.62
FELIX, KATIA R .	\$ 1,020.00	\$ -	\$ 1,020.00
FEMINO, SALLY J .	\$ 88,225.00	\$ -	\$ 88,225.00
FERRANTE, CHRISTINA E .	\$ 810.00	\$ -	\$ 810.00
FERRARA, SANDRA M .	\$ 68,502.56	\$ 737.86	\$ 69,240.42
FERREIRA, ELENA R .	\$ 90.00	\$ -	\$ 90.00
FERREIRA, KAREN A .	\$ 77,948.94	\$ 1,275.46	\$ 79,224.40
FERRY, CAROL K .	\$ 399.20	\$ -	\$ 399.20
FINN, BRIAN J .	\$ 22,212.75	\$ -	\$ 22,212.75
FINNERAN, EDWARD	\$ 18,916.36	\$ 285.64	\$ 19,202.00
FITZGERALD, JUDITH I .	\$ 3,991.00	\$ -	\$ 3,991.00
FITZPATRICK, THERESA J .	\$ 360.00	\$ -	\$ 360.00
FLAMMIA, SUZANNE A .	\$ 3,302.10	\$ -	\$ 3,302.10
FLANAGAN, CONOR O .	\$ 33,636.72	\$ 4,399.79	\$ 38,036.51

NAME	REGULAR	OTHER*	TOTAL
FLYNN, CHESTER H .	\$ 4,368.00	\$ -	\$ 4,368.00
FLYNN, DARLENE	\$ 2,567.29	\$ -	\$ 2,567.29
FOLLETT, THERESA	\$ 69,933.98	\$ 702.04	\$ 70,636.02
FORAN, ROBIN M .	\$ 21,943.99	\$ 947.85	\$ 22,891.84
FORSYTH, EMILY J .	\$ 375.00	\$ -	\$ 375.00
FORTI, MELANIE C .	\$ 1,365.00	\$ -	\$ 1,365.00
FORTUNATO, PETER F .	\$ 46,625.72	\$ 12,842.58	\$ 59,468.30
FOWLER, JUNE	\$ 40,399.57	\$ -	\$ 40,399.57
FOYE, BRANDON B .	\$ 66,093.18	\$ 623.14	\$ 66,716.32
FRANCIS, DENNIS G .	\$ 2,499.96	\$ -	\$ 2,499.96
FRANCISCO-MARSH, LYNN M .	\$ 75,236.50	\$ 1,377.28	\$ 76,613.78
FRANK, JOSEPH C .	\$ 60,052.44	\$ 1,422.13	\$ 61,474.57
FRANQUIZ ORTIZ, RUTH E .	\$ 46,794.33	\$ 123.16	\$ 46,917.49
FRASSA, ANDREW P .	\$ 9,672.24	\$ 10,372.67	\$ 20,044.91
FRIEDMAN, CAROLE	\$ 2,183.90	\$ -	\$ 2,183.90
FROIO, CHERYL	\$ 4,976.20	\$ -	\$ 4,976.20
FRONDUTO, STEPHANIE R .	\$ 60.00	\$ -	\$ 60.00
FROST, SANDRA J .	\$ 67,429.76	\$ 422.33	\$ 67,852.09
FULLER, JAN H .	\$ 109,640.50	\$ -	\$ 109,640.50
FULLER, WILLIAM F .	\$ 61,746.14	\$ 1,228.93	\$ 62,975.07
FULLERTON, JUNE	\$ 845.78	\$ -	\$ 845.78
GAFFNEY, MARY ELIZABETH	\$ 400.48	\$ -	\$ 400.48
GAGNE, CATHERINE M .	\$ 70,241.66	\$ 405.16	\$ 70,646.82
GAGNON, CHRISTOPHER J .	\$ 69,983.92	\$ 3,030.42	\$ 73,014.34
GAGNON, KIM M .	\$ 72,338.22	\$ 413.40	\$ 72,751.62
GAGNON, SUSAN	\$ 75,297.54	\$ 3,532.71	\$ 78,830.25
GAHAGAN, BRADLEY R .	\$ 4,604.16	\$ -	\$ 4,604.16
GALE, PATRICIA A .	\$ 16,733.82	\$ 24,900.64	\$ 41,634.46
GALELLO, PAUL G .	\$ 91,896.02	\$ -	\$ 91,896.02
GALLIFORD, CAROL A .	\$ 2,030.28	\$ -	\$ 2,030.28
GALLIGAN, PATRICK J .	\$ 68,502.56	\$ 768.46	\$ 69,271.02
GALLO, CAROLE A .	\$ 85,418.90	\$ 647.25	\$ 86,066.15
GALUSHA, SHELLY A .	\$ 20,541.20	\$ 364.80	\$ 20,906.00
GARIEPY, SALLY B .	\$ 17,333.82	\$ 1,494.00	\$ 18,827.82
GATH, CHRISTINA N .	\$ 255.00	\$ -	\$ 255.00
GAUDETTE, ANNA P .	\$ 15,112.17	\$ 16,506.08	\$ 31,618.25
GENDRON, JAMIE D .	\$ 43,026.52	\$ 15,174.02	\$ 58,200.54
GEORGOPOULOS, SANDRA J .	\$ 3,229.49	\$ 1,725.02	\$ 4,954.51
GERENZ, CATHERINE M .	\$ 57,698.96	\$ 428.39	\$ 58,127.35
GERMAIN, HOLLY A .	\$ 61,837.80	\$ 793.10	\$ 62,630.90
GERRY, ANN L .	\$ 768.00	\$ -	\$ 768.00
GIBSON, KEVIN J .	\$ 68,960.72	\$ 707.63	\$ 69,668.35
GILBERT, KELLY	\$ 2,388.20	\$ -	\$ 2,388.20
GILBRIDE, THOMAS M .	\$ 49,887.82	\$ 2,885.38	\$ 52,773.20
GILGUN, MELISSA	\$ 79,944.10	\$ 631.61	\$ 80,575.71



NAME	REGULAR	OTHER*	TOTAL
GILLESPIE, JENNIFER L .	\$ 68,502.56	\$ 2,767.03	\$ 71,269.59
GILLESPIE, MICHAEL W .	\$ 61,232.96	\$ 412.19	\$ 61,645.15
GILLETTE MANNA, BARBARA J .	\$ 80,992.40	\$ 586.40	\$ 81,578.80
GILLOTTE, KAREN M .	\$ 16,549.18	\$ 19,539.43	\$ 36,088.61
GILLOTTE, SARAH	\$ 64,596.06	\$ 3,153.26	\$ 67,749.32
GINSBURG, JOSEPH M .	\$ 6,128.00	\$ -	\$ 6,128.00
GLASS, DEBRA J .	\$ 63,603.98	\$ 869.03	\$ 64,473.01
GLIDDEN, BRIAN R .	\$ 34,403.76	\$ 847.89	\$ 35,251.65
GODFROY, CHRISINA M .	\$ 1,528.00	\$ 779.00	\$ 2,307.00
GOMES, MELISSA C .	\$ 1,788.59	\$ -	\$ 1,788.59
GORDON, JANET P .	\$ 70,944.68	\$ 3,560.97	\$ 74,505.65
GOSSE, WILLIAM R .	\$ 3,412.00	\$ -	\$ 3,412.00
GOUTHRO, BRIAN M .	\$ 69,266.84	\$ 1,009.82	\$ 70,276.66
GRAASKAMP, DOROTHY A .	\$ 83,070.62	\$ 1,538.46	\$ 84,609.08
GRACE, KERRI L .	\$ 2,784.00	\$ -	\$ 2,784.00
GRAFFEO, COURTNEY P .	\$ 1,124.13	\$ -	\$ 1,124.13
GRAHAM, DONNA	\$ 81,570.23	\$ 4,372.25	\$ 85,942.48
GRANT, JANE	\$ 14,429.98	\$ 400.00	\$ 14,829.98
GRAVEL, JAMES S .	\$ 33,675.52	\$ 1,925.30	\$ 35,600.82
GRAVES, GLORIA J .	\$ 73,764.96	\$ 808.10	\$ 74,573.06
GRIFFIN, JENNIFER L .	\$ 2,062.69	\$ -	\$ 2,062.69
GUGGER, PETER	\$ 3,225.00	\$ -	\$ 3,225.00
GUIDA, MARIE L .	\$ 17,165.38	\$ -	\$ 17,165.38
GUIDA, RICHARD C .	\$ 60.00	\$ -	\$ 60.00
GUSTIN, JOANNE M .	\$ 7,860.50	\$ 200.00	\$ 8,060.50
HAIR-SULLIVAN, LINDA	\$ 150.00	\$ -	\$ 150.00
HAKALA, MORGAN I .	\$ 1,249.50	\$ -	\$ 1,249.50
HAKALA, ROBYN D .	\$ 62,213.52	\$ 571.75	\$ 62,785.27
HALEY-MARTIN, MARIE E .	\$ 2,429.08	\$ -	\$ 2,429.08
HAMILTON, GAIL M .	\$ 73,344.28	\$ 27,659.97	\$ 101,004.25
HAMLIN, MARK R .	\$ 42,070.07	\$ 16,235.30	\$ 58,305.37
HAMLYN, JOYCE G .	\$ 3,628.50	\$ -	\$ 3,628.50
HAMM, MARIA C .	\$ 13,309.50	\$ -	\$ 13,309.50
HANIFIN, ASHLEY E .	\$ 24,974.28	\$ 4,468.02	\$ 29,442.30
HANLEY, KAITLIN M .	\$ 1,139.72	\$ -	\$ 1,139.72
HANNA DURKIN, GALE F .	\$ 11,637.17	\$ 933.00	\$ 12,570.17
HANSBERRY, BONITA	\$ 82,492.82	\$ 3,808.41	\$ 86,301.23
HARDACRE, LYNNE	\$ 74,493.04	\$ 1,226.66	\$ 75,719.70
HARNE, DAVID R .	\$ 45,042.06	\$ 3,839.82	\$ 48,881.88
HARRINGTON, DAVID F .	\$ 40,752.29	\$ 2,141.07	\$ 42,893.36
HARTNETT, MARTHA	\$ 68,861.36	\$ 692.24	\$ 69,553.60
HEICHMAN, SUZANNE	\$ 546.00	\$ -	\$ 546.00
HENRY, KATHLEEN A .	\$ 14,386.97	\$ 2,041.66	\$ 16,428.63
HERRERA, KIM M .	\$ 68,502.56	\$ 840.48	\$ 69,343.04
HESSION, JOANNE B .	\$ 63,159.02	\$ 1,669.87	\$ 64,828.89

NAME	REGULAR	OTHER*	TOTAL
HICKEY, BRIAN J .	\$ 94,477.08	\$ -	\$ 94,477.08
HIGGINS, JENNIFER	\$ 25,717.72	\$ 1,524.00	\$ 27,241.72
HIGGINS, JODI L .	\$ 69,476.96	\$ 689.55	\$ 70,166.51
HILLSON, KIMBERLY H .	\$ 69,405.20	\$ 1,650.37	\$ 71,055.57
HIMMEL, CATHERINE M .	\$ 69,933.98	\$ 2,211.97	\$ 72,145.95
HINES, MARIE E .	\$ 8,285.00	\$ -	\$ 8,285.00
HIRTLE, MARYELLEN	\$ 65,052.72	\$ 740.69	\$ 65,793.41
HODGSON, KAREN M .	\$ 36,160.80	\$ -	\$ 36,160.80
HOGAN, EMILY S .	\$ 1,488.00	\$ -	\$ 1,488.00
HOGAN, KAITLIN E .	\$ 6,972.76	\$ 92.37	\$ 7,065.13
HOGAN, SUSAN E .	\$ 73,483.02	\$ 1,268.36	\$ 74,751.38
HONDROS, ALEXANDROS C .	\$ 3,480.00	\$ -	\$ 3,480.00
HOUSE, LINDA	\$ 54,113.21	\$ 92.37	\$ 54,205.58
HUGHES, MICHELE A .	\$ 67,719.48	\$ 491.54	\$ 68,211.02
HURLEY, KAYLA M .	\$ 120.00	\$ -	\$ 120.00
HYDE, SANDRA M .	\$ 30.00	\$ -	\$ 30.00
HYLAND, LORI	\$ 74,170.25	\$ 1,150.54	\$ 75,320.79
HYNES, KIM	\$ 69,476.96	\$ 28,887.04	\$ 98,364.00
HYNES, NICOLE B .	\$ 44,557.95	\$ 1,527.23	\$ 46,085.18
HYNES, SCOTT A .	\$ 8,676.91	\$ -	\$ 8,676.91
IANNACCI, JENNIFER L .	\$ 830.88	\$ -	\$ 830.88
IANNACCI, LYNN	\$ 17,250.19	\$ -	\$ 17,250.19
IGOE, SUSAN G .	\$ 1,410.00	\$ 800.00	\$ 2,210.00
IMPERILLO, KRISTIN S .	\$ 42,136.26	\$ -	\$ 42,136.26
IMPINK, PAIGE F .	\$ 1,166.82	\$ -	\$ 1,166.82
IRELAND, VIKKI M .	\$ 56,952.14	\$ 399.73	\$ 57,351.87
JACOBS, SHARON M .	\$ 6,951.59	\$ 310.00	\$ 7,261.59
JACOBSEN, BREE D .	\$ 47,368.78	\$ 416.52	\$ 47,785.30
JAGLA, BARBARA J .	\$ 70,662.07	\$ 574.57	\$ 71,236.64
JARDIN, AUGUST P .	\$ 7,853.61	\$ -	\$ 7,853.61
JARVIS, CHRISTOPHER E .	\$ 1,249.85	\$ -	\$ 1,249.85
JELLEY, AMANDA L .	\$ 170.63	\$ -	\$ 170.63
JELLEY, MICHELLE	\$ 1,137.50	\$ -	\$ 1,137.50
JENNINGS, MICHELLE M .	\$ 30,088.40	\$ -	\$ 30,088.40
JOHNSON, ANDREE T .	\$ 74,582.12	\$ 487.08	\$ 75,069.20
JOHNSON, DEANNA	\$ 2,553.02	\$ -	\$ 2,553.02
JOHNSON, GAIL E .	\$ 50,453.70	\$ 7,279.59	\$ 57,733.29
JOHNSTON, KIMBERLY T .	\$ 75,601.40	\$ 5,986.61	\$ 81,588.01
JOYCE, BARBARA C .	\$ 47,506.80	\$ 266.50	\$ 47,773.30
JOYCE, KELLY	\$ 3,906.00	\$ -	\$ 3,906.00
KAKLEAS, KATHY A .	\$ 5,728.17	\$ -	\$ 5,728.17
KALAJIAN, NANCY M .	\$ 76,413.59	\$ 576.04	\$ 76,989.63
KALARITES, MARCIA A .	\$ 76,205.54	\$ 801.03	\$ 77,006.57
KAPUST, MARY E .	\$ 22,182.02	\$ 210.00	\$ 22,392.02
KARLBERG, ROSEANN	\$ 3,476.65	\$ -	\$ 3,476.65

NAME	REGULAR	OTHER*	TOTAL
KASPRZAK, STEVEN J .	\$ 4,821.00	\$ -	\$ 4,821.00
KAVANAUGH, ROBIN L .	\$ 108.00	\$ -	\$ 108.00
KAWALSKI, PATRICIA	\$ 992.94	\$ -	\$ 992.94
KEARNS, JOANNE	\$ 40,399.56	\$ 250.00	\$ 40,649.56
KEARNS, PATRICIA J .	\$ 23,968.85	\$ 1,523.76	\$ 25,492.61
KEDDIE, PATRICIA A .	\$ 71,521.70	\$ 1,047.23	\$ 72,568.93
KEEFE, JEFFREY P .	\$ 20,572.82	\$ 5,516.00	\$ 26,088.82
KEELEY, BONNIE	\$ 6,476.26	\$ -	\$ 6,476.26
KELICH, PETER T .	\$ 2,766.00	\$ -	\$ 2,766.00
KELLEHER, MARY J .	\$ 72,640.24	\$ 5,584.57	\$ 78,224.81
KELLEHER, NANCY L .	\$ 6,098.10	\$ 200.00	\$ 6,298.10
KELLEY, LOUISE E .	\$ 35,754.62	\$ 38.21	\$ 35,792.83
KELLOGG, COURTNEY E .	\$ 1,746.88	\$ -	\$ 1,746.88
KELLY, ERIN M .	\$ 228.00	\$ -	\$ 228.00
KELLY, JENNIFER T .	\$ 69,052.94	\$ 407.90	\$ 69,460.84
KIMBLE, ANGELA D .	\$ 91,896.02	\$ -	\$ 91,896.02
KLING, JOYCE	\$ 7,553.11	\$ 200.00	\$ 7,753.11
KLING, KIMBERLY	\$ 3,080.25	\$ -	\$ 3,080.25
KOSIBA, KRISTEN D .	\$ 70,003.11	\$ 1,304.21	\$ 71,307.32
KOTA, SIVAMARUTHI	\$ 39.92	\$ -	\$ 39.92
KRAYTENBERG, DEBRA J .	\$ 51,449.91	\$ 92.37	\$ 51,542.28
KRZESINSKI, ELIZABETH A .	\$ 69,476.96	\$ 720.34	\$ 70,197.30
KULESZA, DAVID J .	\$ 4,553.92	\$ -	\$ 4,553.92
LACERDA, MINA N .	\$ 1,996.15	\$ -	\$ 1,996.15
LACROIX, KYLE A .	\$ 2,518.75	\$ -	\$ 2,518.75
LAFLAND, KIMBERLY A .	\$ 67,560.04	\$ 391.54	\$ 67,951.58
LAITINEN, SUSAN J .	\$ 68,502.56	\$ 1,684.73	\$ 70,187.29
LALLY, PATRICIA A .	\$ 75,830.40	\$ 500.00	\$ 76,330.40
LAMBERT, MEREDITH L .	\$ 824.00	\$ -	\$ 824.00
LAMOUREUX, KATELYN S .	\$ 1,716.13	\$ -	\$ 1,716.13
LANE, JAIME A .	\$ 73,769.64	\$ 515.19	\$ 74,284.83
LANE, MELISSA J .	\$ 6,779.84	\$ -	\$ 6,779.84
LANGLAIS, RENEE M .	\$ 69,933.98	\$ 615.26	\$ 70,549.24
LANGONE, DEBRA	\$ 13,454.40	\$ -	\$ 13,454.40
LANGUIRAND, ASHLEY M .	\$ 27,159.31	\$ 622.55	\$ 27,781.86
LAPERRIERE, LISA M .	\$ 30.00	\$ -	\$ 30.00
LAPIERRE, NICOLE G .	\$ 74,807.44	\$ 2,171.01	\$ 76,978.45
LAROCQUE, JANICE L .	\$ 51,566.48	\$ 250.00	\$ 51,816.48
LAZZARA, MARY E .	\$ 68,829.08	\$ 14,073.37	\$ 82,902.45
LE, BRENDEN	\$ 54,498.40	\$ -	\$ 54,498.40
LEALDINI-DUDLEY, MARIA G .	\$ 69,266.56	\$ 737.86	\$ 70,004.42
LEE, KATHLEEN M .	\$ 7,796.25	\$ 811.25	\$ 8,607.50
LEEDBERG, ANN C .	\$ 30,573.33	\$ 338.69	\$ 30,912.02
LEFEBVRE, ALAN D .	\$ 6,975.07	\$ -	\$ 6,975.07
LEGRAND, TAYLA A .	\$ 784.00	\$ -	\$ 784.00



NAME	REGULAR	OTHER*	TOTAL
LEGVOLD, CHARITY	\$ 49,036.76	\$ 2,460.40	\$ 51,497.16
LEMELIN, HELEN J .	\$ 3,328.15	\$ -	\$ 3,328.15
LENNON, CAROL A .	\$ 20,262.79	\$ 6,740.00	\$ 27,002.79
LEVY, MARLA A .	\$ 8,095.11	\$ -	\$ 8,095.11
LIBBY, DAVID A .	\$ 103,200.50	\$ 2,665.00	\$ 105,865.50
LINDSEY, EILEEN M .	\$ 70,391.98	\$ 1,752.25	\$ 72,144.23
LINSKEY, JOANNE L .	\$ 7,850.00	\$ -	\$ 7,850.00
LINSKEY, MEGAN R .	\$ 10,522.50	\$ -	\$ 10,522.50
LONG, ANDREW J .	\$ 88,610.90	\$ -	\$ 88,610.90
LOOSEN, MARY	\$ 70,241.66	\$ 467.98	\$ 70,709.64
LOWE, DEREK J .	\$ 804.00	\$ -	\$ 804.00
LUPPI, DIANE M .	\$ 6,243.10	\$ -	\$ 6,243.10
LUPPI, MEGAN S .	\$ 300.00	\$ -	\$ 300.00
LUSSIER, PAMELA	\$ 24,130.64	\$ 960.00	\$ 25,090.64
LYNCH, JOAN	\$ 80,489.06	\$ 3,215.99	\$ 83,705.05
LYONS, JOHN L .	\$ 100,808.99	\$ -	\$ 100,808.99
MACDONALD, KATHLEEN A .	\$ 1,044.00	\$ -	\$ 1,044.00
MACDONALD, MARY R .	\$ 7,142.00	\$ -	\$ 7,142.00
MACFARLANE, NATASHA	\$ 15,376.32	\$ 671.48	\$ 16,047.80
MACHANE, JANA	\$ 425.00	\$ -	\$ 425.00
MACLAREN-KELLEY, JENNIFER L .	\$ 830.35	\$ -	\$ 830.35
MACLEOD, KATHLEEN	\$ 61,232.96	\$ 650.13	\$ 61,883.09
MACMULLIN, ANDREA M .	\$ 60,844.86	\$ 1,097.91	\$ 61,942.77
MACNEIL, LAUREEN	\$ 3,095.71	\$ -	\$ 3,095.71
MAHONEY, EILEEN M .	\$ 3,190.28	\$ -	\$ 3,190.28
MAIA, PATRICIA G .	\$ 12,218.13	\$ -	\$ 12,218.13
MALONEY, KATHLEEN A .	\$ 68,502.56	\$ 18,027.16	\$ 86,529.72
MANCE, KIM M .	\$ 2,290.16	\$ -	\$ 2,290.16
MANCUSO, ELIZABETH A .	\$ 15,168.00	\$ 332.20	\$ 15,500.20
MANGAN, JOHNNA P .	\$ 22,182.02	\$ 922.51	\$ 23,104.53
MANLEY, JAMES II	\$ 62,438.88	\$ 363.59	\$ 62,802.47
MANOLOULIS, TYNIA A .	\$ 570.00	\$ -	\$ 570.00
MARAZZI, MICHELE M .	\$ 13,459.12	\$ -	\$ 13,459.12
MARCELLA, JENNIFER K .	\$ 68,810.24	\$ 858.83	\$ 69,669.07
MARCHAND, JON A .	\$ 68,114.66	\$ 28,534.62	\$ 96,649.28
MARCUS, DAVID	\$ 500.00	\$ -	\$ 500.00
MARGET, LISA G .	\$ 51,237.76	\$ 9,883.17	\$ 61,120.93
MARINO, NEIL J .	\$ 764.00	\$ -	\$ 764.00
MARKHAM, CECILY A .	\$ 71,363.82	\$ 532.30	\$ 71,896.12
MARROCCO, ELIZABETH A .	\$ 45,721.53	\$ 292.51	\$ 46,014.04
MARSH, MOLLY	\$ 5,748.00	\$ -	\$ 5,748.00
MARSH, TIFFANIE E .	\$ 896.75	\$ -	\$ 896.75
MARTEL, GRETCHEN A .	\$ 71,671.50	\$ 598.08	\$ 72,269.58
MARTEL, PATRICIA M .	\$ 64,266.58	\$ 12,729.87	\$ 76,996.45
MARTIN, DANIEL N .	\$ 50,866.34	\$ 15,270.11	\$ 66,136.45

NAME	REGULAR	OTHER*	TOTAL
MASTONE, ANDREW J .	\$ 7,519.76	\$ 779.00	\$ 8,298.76
MATRANGA, ERICA	\$ 7,593.77	\$ 6,537.00	\$ 14,130.77
MATYSCZAK, HELEN	\$ 73,312.44	\$ 3,274.08	\$ 76,586.52
MAXFIELD, ROGER N . III	\$ 54,339.28	\$ 604.92	\$ 54,944.20
MAYO, DANIELLE E .	\$ 2,925.29	\$ -	\$ 2,925.29
MAZZAPICA, MARY M .	\$ 10,008.92	\$ -	\$ 10,008.92
MCANDREWS, PATRICK F .	\$ 69,476.96	\$ 922.41	\$ 70,399.37
MCARDLE, KEVIN P .	\$ 14,696.00	\$ -	\$ 14,696.00
MCBRINE, MONICA	\$ 53,959.37	\$ 565.17	\$ 54,524.54
MCCABE, ROBERT F .	\$ 5,334.96	\$ 5,090.00	\$ 10,424.96
MCCANN, JOSEPH F .	\$ 44,448.65	\$ 15,799.01	\$ 60,247.66
MCCARTHY, ROBERT	\$ 47,187.47	\$ 573.53	\$ 47,761.00
MCCONNELL, BRENDA E .	\$ 372.00	\$ -	\$ 372.00
MCCORMICK, ANNMARIE	\$ 39,321.32	\$ 8,996.44	\$ 48,317.76
MCDERMOTT, BETH A .	\$ 17,333.82	\$ 1,042.78	\$ 18,376.60
MCDERMOTT, KATHY	\$ 69,542.09	\$ 556.78	\$ 70,098.87
MCGINN, MARYBETH	\$ 74,586.64	\$ 3,432.79	\$ 78,019.43
MCGRATH, MICHELLE L .	\$ 71,665.10	\$ 442.25	\$ 72,107.35
MCGREGOR FAY, ANNE B .	\$ 60,246.60	\$ 1,452.18	\$ 61,698.78
MCINNES, JUDI K .	\$ 87,390.27	\$ 292.51	\$ 87,682.78
MCINTYRE, KEVIN R .	\$ 52,965.74	\$ 500.00	\$ 53,465.74
MCKENNA, JOEL B .	\$ 56,961.36	\$ 10,506.07	\$ 67,467.43
MCLAUGHLIN, FRANCIS P .	\$ 4,803.12	\$ -	\$ 4,803.12
MCLAUGHLIN, KAYLA M .	\$ 18,252.30	\$ 600.00	\$ 18,852.30
MCLAUGHLIN, MARIA L .	\$ 29,623.05	\$ 385.71	\$ 30,008.76
MCWILLIAMS, BRENDA	\$ 75,797.62	\$ 4,635.31	\$ 80,432.93
MEEKER, ALEXANDRA E .	\$ 72,795.24	\$ 1,930.45	\$ 74,725.69
MELLO, DEVON M .	\$ 8,697.12	\$ 230.93	\$ 8,928.05
MELLONI, MARY JO	\$ 45,700.00	\$ 3,400.00	\$ 49,100.00
MELLY, CHARLAINE L .	\$ 64,226.48	\$ 1,189.73	\$ 65,416.21
MEMMOLO, GAIL J .	\$ 2,484.05	\$ -	\$ 2,484.05
MERCIER, KELLY E .	\$ 39,321.37	\$ 313.17	\$ 39,634.54
MERRILL, JENNIFER A .	\$ 58,939.38	\$ 3,891.25	\$ 62,830.63
MERRILL, KAILEIGH R .	\$ 682.51	\$ -	\$ 682.51
MERRY, DANIEL J .	\$ 62,065.36	\$ 7,242.42	\$ 69,307.78
MEUSE, BRENDA L .	\$ 65,950.10	\$ 382.53	\$ 66,332.63
MEUSE, MOLLY E .	\$ 300.00	\$ -	\$ 300.00
MEUSE, PATRICIA M .	\$ 48,757.24	\$ 250.00	\$ 49,007.24
MEUSE, SUSAN A .	\$ 31,696.93	\$ 4,432.00	\$ 36,128.93
MEUSE, WILLIAM W .	\$ 14,237.28	\$ 16,089.00	\$ 30,326.28
MEZIANE, JOANNE L .	\$ 68,502.56	\$ 609.55	\$ 69,112.11
MIANO, DENISE	\$ 12,805.39	\$ 400.00	\$ 13,205.39
MIDDLETON, JUDITH A .	\$ 68,146.28	\$ 1,951.94	\$ 70,098.22
MILLER, GRETA L .	\$ 39,958.02	\$ 307.90	\$ 40,265.92
MILLER, SANDRA H .	\$ 45,623.27	\$ 811.14	\$ 46,434.41

NAME	REGULAR	OTHER*	TOTAL
MILNE, KAREN M .	\$ 2,191.96	\$ -	\$ 2,191.96
MIRANDA, SHANNON M .	\$ 69,933.98	\$ 692.24	\$ 70,626.22
MITCHELL, HEIDI E .	\$ 48.00	\$ -	\$ 48.00
MOFFAT, DAVID S .	\$ 64,544.12	\$ 1,484.07	\$ 66,028.19
MOLEA, TERESA C .	\$ 1,336.00	\$ -	\$ 1,336.00
MOLINARI, JANET B .	\$ 120.00	\$ -	\$ 120.00
MOLLOY, PETER M .	\$ 68,502.56	\$ 16,943.68	\$ 85,446.24
MONDELLO, CAITLYN M .	\$ 828.00	\$ -	\$ 828.00
MOONEY, DONNA B .	\$ 91,038.50	\$ -	\$ 91,038.50
MOORE, JENNIFER S .	\$ 2,463.20	\$ -	\$ 2,463.20
MOORER, SUSAN M .	\$ 60,246.60	\$ 375.77	\$ 60,622.37
MORIARTY, CAROL G .	\$ 7,095.59	\$ -	\$ 7,095.59
MORRILL, BRIAN J .	\$ 3,265.00	\$ -	\$ 3,265.00
MORRILL, THOMAS A . JR	\$ 74,031.83	\$ 17,991.09	\$ 92,022.92
MORRISSEY, ERIN N .	\$ 1,302.63	\$ -	\$ 1,302.63
MORRISSEY, JOANNE M .	\$ 78,873.20	\$ 759.89	\$ 79,633.09
MORRISSEY, KEVIN M .	\$ 6,252.02	\$ -	\$ 6,252.02
MROZ, SHAINA J .	\$ 50,847.46	\$ 334.34	\$ 51,181.80
MROZOWSKI, JENNIFER	\$ 77,319.40	\$ 1,400.78	\$ 78,720.18
MUGFORD, DEBRALEE	\$ 58,730.14	\$ -	\$ 58,730.14
MUISE, KEVIN J .	\$ 68,502.56	\$ 7,101.30	\$ 75,603.86
MULLIGAN, CHRISTINE	\$ 10,256.29	\$ -	\$ 10,256.29
MULLOY, SHERI F .	\$ 60,393.18	\$ 455.60	\$ 60,848.78
MULNO, SUSAN	\$ 67,887.92	\$ 454.36	\$ 68,342.28
MURPHY, JACLYN A .	\$ 60,886.32	\$ 583.73	\$ 61,470.05
MURPHY, LOIS E .	\$ 16,415.28	\$ 165.00	\$ 16,580.28
MURRAY, KARA M .	\$ 68,502.56	\$ 483.91	\$ 68,986.47
MURRAY, KEVIN C .	\$ 1,692.00	\$ -	\$ 1,692.00
MUSCOLINO, ELIZABETH	\$ 52,928.88	\$ 4,453.62	\$ 57,382.50
NAHLIK, STEVEN G .	\$ 59,695.88	\$ 2,636.75	\$ 62,332.63
NAPOLI, PATRICIA A .	\$ 33,261.37	\$ 125.00	\$ 33,386.37
NAPOLITANO, SAMANTHA L .	\$ 5,476.00	\$ 1,020.83	\$ 6,496.83
NASTASI, MARIELLEN A .	\$ 75,675.88	\$ 492.51	\$ 76,168.39
NAVETTA, CAROL M .	\$ 77,720.60	\$ 4,989.07	\$ 82,709.67
NEAL, TERRANCE F .	\$ 43,681.80	\$ 1,328.44	\$ 45,010.24
NICHOLSON, KATHRYN M .	\$ 50,121.04	\$ 1,948.12	\$ 52,069.16
NICKERSON, DIANE	\$ 5,898.93	\$ 200.00	\$ 6,098.93
NILES, EMILY A .	\$ 34,669.44	\$ 3,099.66	\$ 37,769.10
NIX, JULIA R .	\$ 5,476.00	\$ 150.00	\$ 5,626.00
NOBERINI, JAIME L .	\$ 64,596.06	\$ 374.34	\$ 64,970.40
NOEL, EMILY A .	\$ 3,019.40	\$ -	\$ 3,019.40
NORDSTROM, KAREN M .	\$ 19,771.62	\$ 2,523.61	\$ 22,295.23
NORTON, PAUL E .	\$ 4,821.00	\$ -	\$ 4,821.00
BERG, SCOTT	\$ 230.00	\$ 90.00	\$ 320.00
BERG, TERESA M .	\$ 22,366.66	\$ 543.39	\$ 22,910.05



NAME	REGULAR	OTHER*	TOTAL
O'BRIEN, JOANNE	\$ 75,841.24	\$ 560.89	\$ 76,402.13
O'CONNOR, JOHN E .	\$ 175,907.07	\$ -	\$ 175,907.07
O'DONNELL, LINDA J .	\$ 2,253.67	\$ -	\$ 2,253.67
OHARE, NANCY J .	\$ 32,298.59	\$ 5,471.55	\$ 37,770.14
OHARE, SEAN P .	\$ 11,764.56	\$ 87.25	\$ 11,851.81
OKEEFE, KRISTIN M .	\$ 1,620.00	\$ -	\$ 1,620.00
OKEEFE, STEPHEN J .	\$ 5,349.00	\$ -	\$ 5,349.00
OLEARY, SHANNON M .	\$ 720.00	\$ -	\$ 720.00
OLEVSKY, TIMOTHY M .	\$ 55,618.73	\$ 568.36	\$ 56,187.09
ONG, DENNIS	\$ 539.75	\$ -	\$ 539.75
OSBORNE, BRIANNA H .	\$ 1,164.10	\$ -	\$ 1,164.10
OSBORNE, M EILEEN T .	\$ 102,266.23	\$ 3,978.35	\$ 106,244.58
OSTERBERG, ROY	\$ 41,561.81	\$ 331.42	\$ 41,893.23
OSTERMAN, MARCIA	\$ 58,768.07	\$ 2,192.87	\$ 60,960.94
OTIS, JAMES A .	\$ 54,220.38	\$ 629.48	\$ 54,849.86
PAGE, RONALD G .	\$ 40,988.75	\$ 15,324.27	\$ 56,313.02
PALANGE, ALISSA M .	\$ 26,937.00	\$ 6,653.58	\$ 33,590.58
PALLADINO, KATHRYN E .	\$ 19,756.64	\$ 413.69	\$ 20,170.33
PALMER, JARYD	\$ 27,800.96	\$ 12,029.88	\$ 39,830.84
PALUMBO, PILAR	\$ 710.56	\$ -	\$ 710.56
PANGIONE, STEPHEN R .	\$ 300.00	\$ -	\$ 300.00
PAQUIN, PAMELA J .	\$ 2,053.23	\$ -	\$ 2,053.23
PARADIS, STACEY A .	\$ 49,036.76	\$ 734.29	\$ 49,771.05
PARADISO, JENNIFER L .	\$ 1,690.00	\$ -	\$ 1,690.00
PARKER, KELSEY A .	\$ 682.51	\$ -	\$ 682.51
PATTERSON, CALLINA	\$ 240.00	\$ -	\$ 240.00
PATTERSON, ROLAND T .	\$ 43,272.53	\$ 32,469.08	\$ 75,741.61
PAUL, GEORGE S .	\$ 9,777.11	\$ -	\$ 9,777.11
PAULA, EMILY C .	\$ 5,958.83	\$ -	\$ 5,958.83
PAYNE, YVETTE	\$ 120.00	\$ -	\$ 120.00
PELLETIER, RICHARD T .	\$ 104,342.20	\$ 2,600.00	\$ 106,942.20
PELOQUIN, CYNTHIA S .	\$ 71,821.98	\$ 3,687.26	\$ 75,509.24
PENNEY, KATHLEEN	\$ 18,028.96	\$ 4,930.00	\$ 22,958.96
PERKINS, MARGARET L .	\$ 45,042.06	\$ 1,098.15	\$ 46,140.21
PESANTES, FRANCESCA P .	\$ 1,177.25	\$ -	\$ 1,177.25
PESCATORE, PINA L .	\$ 228.00	\$ -	\$ 228.00
PETHERBRIDGE, AURELIE N .	\$ 780.00	\$ -	\$ 780.00
PETHERBRIDGE, WILLIAM L .	\$ 988.13	\$ -	\$ 988.13
PETILLI, SHIRLEY	\$ 1,044.00	\$ -	\$ 1,044.00
PETRIE, KRISTINA H .	\$ 732.00	\$ -	\$ 732.00
PETRIE, MARY	\$ 48,891.26	\$ 1,010.78	\$ 49,902.04
PFEIFER, CATHERINE T .	\$ 64,577.87	\$ 594.90	\$ 65,172.77
PHANEUF, MARY J .	\$ 312.12	\$ -	\$ 312.12
PICCOLO, ANNA N .	\$ 501.50	\$ -	\$ 501.50
PINEAU, ELENA M .	\$ 22,182.02	\$ 150.00	\$ 22,332.02

NAME	REGULAR	OTHER*	TOTAL
PIROLLO, MICHAEL L .	\$ 22,885.84	\$ 389.40	\$ 23,275.24
PODOLSKY, KRISTEN M .	\$ 72,795.24	\$ 416.08	\$ 73,211.32
PODZYCKI, DENISE V .	\$ 1,309.00	\$ -	\$ 1,309.00
POLICELLI, ANN M .	\$ 2,707.17	\$ -	\$ 2,707.17
POLIMENO, KRISTEN M .	\$ 2,666.64	\$ -	\$ 2,666.64
POLIMENO, LESLIE A .	\$ 1,678.28	\$ -	\$ 1,678.28
PORCARO, CHELSEE D .	\$ 981.75	\$ -	\$ 981.75
PORCARO, CHERYL	\$ 77,264.12	\$ 7,999.44	\$ 85,263.56
POST, NICOLE A .	\$ 5,596.00	\$ 2,162.82	\$ 7,758.82
PRICE, JENNIFER G .	\$ 68,986.85	\$ 3,245.06	\$ 72,231.91
PRINDIVILLE, SAMANTHA C .	\$ 779.00	\$ -	\$ 779.00
PRINGLE, JAMES R .	\$ 69,952.64	\$ 643.36	\$ 70,596.00
PUCCIA, LISA J .	\$ 1,666.64	\$ -	\$ 1,666.64
PUDDESTER-MCKENNA, BERYL	\$ 71,673.84	\$ 478.07	\$ 72,151.91
PUMA, DUSTINE R .	\$ 72,297.66	\$ 1,181.99	\$ 73,479.65
QUINN, TARA M .	\$ 57,398.34	\$ 500.07	\$ 57,898.41
QUINN, TIMOTHY M .	\$ 764.00	\$ -	\$ 764.00
QUINTILIANI, JEANNE M .	\$ 1,617.61	\$ -	\$ 1,617.61
RAFIQ, FAUZIA	\$ 1,113.14	\$ -	\$ 1,113.14
RAHMAN, ZOBEDA	\$ 408.00	\$ -	\$ 408.00
RAIS, DEBRA L .	\$ 455.00	\$ -	\$ 455.00
RAMASKA, CINDY D .	\$ 71,821.98	\$ 877.93	\$ 72,699.91
RAND, ANNE L .	\$ 71,859.94	\$ 853.39	\$ 72,713.33
RAUSEO, JEFFERSON M .	\$ 4,003.32	\$ -	\$ 4,003.32
RAUSEO, MATTHEW L .	\$ 2,810.88	\$ -	\$ 2,810.88
RAUSEO, MAURA A .	\$ 29,884.76	\$ 1,933.45	\$ 31,818.21
RAY, JAMES L .	\$ 5,706.00	\$ -	\$ 5,706.00
RE, DONNA M .	\$ 1,100.00	\$ -	\$ 1,100.00
READING, ROBIN	\$ 70,908.38	\$ 599.45	\$ 71,507.83
REBELO, CARLOS	\$ 14,451.93	\$ -	\$ 14,451.93
REES, LAUREN E .	\$ 4,756.25	\$ -	\$ 4,756.25
REGAN, SAMANTHA L .	\$ 3,448.49	\$ -	\$ 3,448.49
REICH, JANICE E .	\$ 5,947.65	\$ -	\$ 5,947.65
REINHART, HEIDI E .	\$ 55,382.69	\$ 424.14	\$ 55,806.83
REISSFELDER, LAURIE A .	\$ 204.00	\$ -	\$ 204.00
REKKBIE, LINDA	\$ 7,428.78	\$ -	\$ 7,428.78
REPPUCCI, DIANE E .	\$ 13,071.38	\$ -	\$ 13,071.38
REYES, JANET E .	\$ 68,502.56	\$ 391.54	\$ 68,894.10
RICHARDSON, KAITLYN	\$ 1,251.25	\$ -	\$ 1,251.25
RIVERA, MICHELE L .	\$ 41,869.02	\$ -	\$ 41,869.02
RIVERS, SUSAN E .	\$ 400.00	\$ -	\$ 400.00
ROBERTS, BRITTANY M .	\$ 48,745.76	\$ 379.58	\$ 49,125.34
ROBICHAUD, ELLEN-DALE	\$ 22,828.14	\$ -	\$ 22,828.14
ROBINSON, ELIZABETH C .	\$ 74,991.60	\$ 848.99	\$ 75,840.59
ROBINSON, MEGAN R .	\$ 57,118.62	\$ 1,913.15	\$ 59,031.77

NAME	REGULAR	OTHER*	TOTAL
ROBSON, SARAH M .	\$ 37,395.34	\$ 1,020.00	\$ 38,415.34
ROCCO, MICHAEL A .	\$ 20,489.76	\$ 90.00	\$ 20,579.76
RODGERS, KRISTI	\$ 69,476.96	\$ 397.04	\$ 69,874.00
ROGERS, KRISTINA	\$ 75,276.00	\$ 2,653.72	\$ 77,929.72
ROGERS, ROBERT G .	\$ 70,034.52	\$ 685.01	\$ 70,719.53
ROLLKA, PATRICIA J .	\$ 2,901.30	\$ 650.00	\$ 3,551.30
ROMANO, KRISTIN C .	\$ 62,494.16	\$ 391.54	\$ 62,885.70
ROMANSKI, MARYANN	\$ 22,919.52	\$ 6,582.83	\$ 29,502.35
RONAN, MARK J .	\$ 23,460.14	\$ 1,446.16	\$ 24,906.30
ROONEY, CORINNE D .	\$ 34,114.24	\$ 2,075.33	\$ 36,189.57
ROUFF, FRANCESCA	\$ 84,340.82	\$ 1,847.15	\$ 86,187.97
RUSSELL, JORDAN T .	\$ 3,429.00	\$ -	\$ 3,429.00
RUSSELL, JOSEPH	\$ 833.32	\$ -	\$ 833.32
RUSSO, KIMBERLY A .	\$ 71,363.82	\$ 1,093.04	\$ 72,456.86
RYALS-REARDON, KAREN E .	\$ 3,874.27	\$ -	\$ 3,874.27
RYAN, MACKENZIE	\$ 631.13	\$ -	\$ 631.13
RYAN, SANDRA	\$ 39,842.32	\$ 4,581.50	\$ 44,423.82
RYAN, SHELLI-AN	\$ 76,772.46	\$ 10,222.37	\$ 86,994.83
RYAN, THOMAS F .	\$ 46,576.08	\$ 2,772.55	\$ 49,348.63
RYSER, PATRICIA A .	\$ 62,607.34	\$ 7,576.83	\$ 70,184.17
SAAD, NICOLE L .	\$ 63,832.36	\$ 569.78	\$ 64,402.14
SABBAG, SUZANNE M .	\$ 396.00	\$ -	\$ 396.00
SACRAMONE-GREENE, DONNA M .	\$ 61,221.00	\$ 858.51	\$ 62,079.51
SADLER, SHEILA	\$ 69,933.98	\$ 904.98	\$ 70,838.96
SAINDON, DENISE M .	\$ 67,628.28	\$ 1,501.27	\$ 69,129.55
SAMPSON, AMY L .	\$ 1,058.00	\$ -	\$ 1,058.00
SANDS, JEFFREY D .	\$ 104,713.29	\$ 866.66	\$ 105,579.95
SANTORO, JOSEPH A . II	\$ 451.41	\$ -	\$ 451.41
SAPIENZA, JILIAN M .	\$ 13,828.64	\$ 308.41	\$ 14,137.05
SARCIONE, KRISTI L .	\$ 70,241.66	\$ 15,103.50	\$ 85,345.16
SARTORI, ANITA	\$ 621.92	\$ -	\$ 621.92
SASSON, PAULA	\$ 948.00	\$ -	\$ 948.00
SCHNEIDER, CARLY	\$ 60.00	\$ -	\$ 60.00
SCIALDONE, KELLY M .	\$ 68,502.56	\$ 391.54	\$ 68,894.10
SCOTT, GINGER L .	\$ 2,092.60	\$ 660.00	\$ 2,752.60
SCOTT, SHAWN D .	\$ 3,412.00	\$ -	\$ 3,412.00
SELISSEN, JEANNE K .	\$ 71,366.22	\$ 428.80	\$ 71,795.02
SERINO, JULIE L .	\$ 67,429.76	\$ 654.50	\$ 68,084.26
SHAO, DAN	\$ 63,395.28	\$ 1,369.50	\$ 64,764.78
SHARP, ELIZABETH K .	\$ 90,465.72	\$ 31.41	\$ 90,497.13
SHEAHAN, KRISTINA A .	\$ 65,996.56	\$ 397.91	\$ 66,394.47
SHEEHAN, ANN B .	\$ 10,879.00	\$ -	\$ 10,879.00
SHEEHAN, ASHLEY M .	\$ 53,895.92	\$ 14,135.93	\$ 68,031.85
SHEEHAN, KIMBERLY A .	\$ 20,739.07	\$ 860.00	\$ 21,599.07
SHEPPARD, LORI	\$ 8,198.24	\$ -	\$ 8,198.24



NAME	REGULAR	OTHER*	TOTAL
SHIMKUS, JAMES P .	\$ 40,025.32	\$ 7,411.30	\$ 47,436.62
SHIRKOFF, PAMELA A .	\$ 80,504.20	\$ 17,270.01	\$ 97,774.21
SHIRKOFF, ROBERT	\$ 73,153.90	\$ 1,070.85	\$ 74,224.75
SHIRKOFF, RYAN M .	\$ 660.00	\$ -	\$ 660.00
SHOLL, KATHLEEN T .	\$ 16,304.81	\$ 476.17	\$ 16,780.98
SILVA, BARBARA J .	\$ 4,249.40	\$ 1,080.63	\$ 5,330.03
SILVA, CHERYL A .	\$ 22,366.66	\$ 351.66	\$ 22,718.32
SILVA, KAITLYN M .	\$ 3,809.61	\$ -	\$ 3,809.61
SILVA, MAKAYLA G .	\$ 1,137.50	\$ -	\$ 1,137.50
SINCLAIR, ELAINE C .	\$ 77,719.56	\$ 2,087.21	\$ 79,806.77
SKAALAND, CARINA M .	\$ 2,850.12	\$ -	\$ 2,850.12
SLEZAK, DIANE N .	\$ 46,950.01	\$ 7,809.70	\$ 54,759.71
SMALLIDGE, NICOLE	\$ 73,102.92	\$ 2,155.25	\$ 75,258.17
SMITH-DOCKHAM, ALISSA D .	\$ 67,523.69	\$ 3,439.75	\$ 70,963.44
SMOLINSKY, ANDREA J .	\$ 18,175.04	\$ -	\$ 18,175.04
SOARES, DIANA A .	\$ 1,595.56	\$ -	\$ 1,595.56
SOKOL, SUSAN A .	\$ 2,400.00	\$ -	\$ 2,400.00
SORDILLO, DENISE A .	\$ 2,901.85	\$ -	\$ 2,901.85
SOUZA, FLORENCE F .	\$ 70,908.38	\$ 497.59	\$ 71,405.97
SPELIOTIS, MATTHEW J .	\$ 1,296.00	\$ -	\$ 1,296.00
SPEROS, ELAINE F .	\$ 76,785.46	\$ 572.09	\$ 77,357.55
SPEZZANO, LORI A .	\$ 2,015.00	\$ 250.00	\$ 2,265.00
SPOLEN, SUSAN A .	\$ 68,502.56	\$ 822.60	\$ 69,325.16
SPRAGUE, LAUREN	\$ 1,528.00	\$ -	\$ 1,528.00
STACK, CATHERINE F .	\$ 63,745.06	\$ 454.36	\$ 64,199.42
STAFFORD, STEVEN W .	\$ 420.00	\$ -	\$ 420.00
STAMP, JASON R .	\$ 92,965.24	\$ 1,739.93	\$ 94,705.17
STARLING, KATHLEEN A .	\$ 22,289.36	\$ 1,806.79	\$ 24,096.15
STASKYWICZ, KIMBERLY	\$ 290.00	\$ -	\$ 290.00
STERNLIGHT, AMIE P .	\$ 7,989.51	\$ -	\$ 7,989.51
STONE, KIMBERLY M .	\$ 73,769.64	\$ 829.48	\$ 74,599.12
STRATIS, PATRICIA	\$ 1,320.00	\$ -	\$ 1,320.00
STRICKLER, CHRISTINE	\$ 43,272.32	\$ 1,980.33	\$ 45,252.65
STRONACH, RICHARD J .	\$ 43,468.52	\$ 21,764.53	\$ 65,233.05
SUGRUE, DANIEL P .	\$ 731.25	\$ -	\$ 731.25
SUGRUE, KELLI A .	\$ 603.50	\$ -	\$ 603.50
SULLIVAN, BARRY T .	\$ 39,535.26	\$ 553.62	\$ 40,088.88
SULLIVAN, CHARLENE A .	\$ 5,810.60	\$ 200.00	\$ 6,010.60
SULLIVAN, JAMES T . JR	\$ 72,167.62	\$ 7,014.58	\$ 79,182.20
SULLIVAN, LAURA L .	\$ 19,768.09	\$ 400.00	\$ 20,168.09
SULLIVAN, SUSAN M .	\$ 73,508.52	\$ 782.89	\$ 74,291.41
SULLIVAN, VICTORIA A .	\$ 840.00	\$ -	\$ 840.00
SUTHERLAND, CAROL A .	\$ 130.00	\$ -	\$ 130.00
SUTLIFF, NADINE B .	\$ 50,245.52	\$ 12,744.49	\$ 62,990.01
SWANSBURG, KEVIN J .	\$ 3,412.00	\$ -	\$ 3,412.00

NAME	REGULAR	OTHER*	TOTAL
SYLVESTER, LINDA A .	\$ 648.00	\$ -	\$ 648.00
TABER, ERIK C .	\$ 30.79	\$ -	\$ 30.79
TAGGART, JULIA M .	\$ 51,129.04	\$ 750.63	\$ 51,879.67
TEAGUE, SAMANTHA K .	\$ 922.00	\$ -	\$ 922.00
TECCE, TRACY F .	\$ 1,673.13	\$ -	\$ 1,673.13
TELLIER, HOLLY	\$ 6,785.00	\$ -	\$ 6,785.00
TERRY, KIM E .	\$ 21,926.48	\$ 646.45	\$ 22,572.93
TETRAULT, LAURA P .	\$ 1,848.10	\$ -	\$ 1,848.10
THARRETT, CANDACE M .	\$ 64,596.06	\$ 6,254.21	\$ 70,850.27
THEISEN, ANNE M .	\$ 17,482.71	\$ 5,291.92	\$ 22,774.63
THERIAULT-REGAN, BRENDA M .	\$ 103,331.08	\$ -	\$ 103,331.08
THEW, KATHERINE A .	\$ 68,502.56	\$ 454.36	\$ 68,956.92
THIBAUT, MAUREEN G .	\$ 10,119.16	\$ -	\$ 10,119.16
THUILLIER, PETER G .	\$ 44,074.07	\$ 9,413.74	\$ 53,487.81
TIERNEY, MARYBETH	\$ 22,366.66	\$ 451.41	\$ 22,818.07
TIMMINS, MEAGAN K .	\$ 908.00	\$ -	\$ 908.00
TIRABASSI, MELANIE A .	\$ 22,766.62	\$ 10,300.33	\$ 33,066.95
TORNAME, NANCY	\$ 39,321.35	\$ -	\$ 39,321.35
TOUPIN, STEPHANIE L .	\$ 288.00	\$ -	\$ 288.00
TOUSIGNANT, DAVID	\$ 1,326.50	\$ -	\$ 1,326.50
TOVEY, JEANNETTE E .	\$ 1,360.44	\$ -	\$ 1,360.44
TRACHTENBERG, DEBORAH A .	\$ 60.00	\$ -	\$ 60.00
TRAINOR, KELLY M .	\$ 204.00	\$ -	\$ 204.00
TRAMONTE, LISA M .	\$ 64,796.56	\$ 709.35	\$ 65,505.91
TRANT, TIFFANY L .	\$ 71,422.08	\$ 507.90	\$ 71,929.98
TREVOR, DENISE A .	\$ 22,961.52	\$ 2,722.26	\$ 25,683.78
TRODDEN, KIMBERLY L .	\$ 192.00	\$ -	\$ 192.00
TSAKALAKOS, SARAH A .	\$ 68,502.56	\$ 1,846.73	\$ 70,349.29
TUCKER, ELAINE M .	\$ 6,160.25	\$ -	\$ 6,160.25
VALCOURT MAHER, MELISSA A .	\$ 1,339.18	\$ -	\$ 1,339.18
VELOZO, EMILY A .	\$ 682.00	\$ -	\$ 682.00
VENTURA, CATHERINE F .	\$ 75,200.20	\$ 8,876.30	\$ 84,076.50
VERSACKAS, JOSEPH III	\$ 3,384.00	\$ -	\$ 3,384.00
VIEIRA, BARBARA	\$ 5,479.75	\$ -	\$ 5,479.75
VONKAHLE, HEIDI	\$ 3,362.00	\$ -	\$ 3,362.00
WAITE, BRENDA	\$ 3,725.31	\$ -	\$ 3,725.31
WAKEFIELD, RITA	\$ 1,164.10	\$ -	\$ 1,164.10
WALDRIP, ROBERTA	\$ 14,517.66	\$ 480.00	\$ 14,997.66
WALDRON, SUZANNE M .	\$ 14,268.54	\$ -	\$ 14,268.54
WALKER, JAMES E .	\$ 46,055.06	\$ 2,366.18	\$ 48,421.24
WALKER, PAIGE W .	\$ 1,071.01	\$ -	\$ 1,071.01
WALLACE, JOY C .	\$ 27,741.28	\$ 33.78	\$ 27,775.06
WALLACE, KATHRYN E .	\$ 4,332.00	\$ -	\$ 4,332.00
WALLACE, RONALD C . II	\$ 238.55	\$ -	\$ 238.55
WALSH, ANDREW J .	\$ 54,557.60	\$ 670.79	\$ 55,228.39

NAME	REGULAR	OTHER*	TOTAL
WALSH, ELAINE	\$ 54,113.21	\$ 5,221.10	\$ 59,334.31
WALSH, KELSEY L .	\$ 996.00	\$ -	\$ 996.00
WALSH, REBECCA J .	\$ 17,061.06	\$ 170.63	\$ 17,231.69
WALSH, SEAN	\$ 1,020.00	\$ -	\$ 1,020.00
WALSH, THOMAS M . JR	\$ 1,477.92	\$ -	\$ 1,477.92
WAREHAM, WILLIAM A . JR	\$ 38,579.74	\$ 375.02	\$ 38,954.76
WAUGH, JEANNETTE E .	\$ 2,909.20	\$ -	\$ 2,909.20
WEBB, AMANDA T .	\$ 45,042.06	\$ 963.31	\$ 46,005.37
WEIDKNECHT, MARGUERITE K .	\$ 80,288.88	\$ 679.17	\$ 80,968.05
WEIR, JOHN S . III	\$ 101,351.54	\$ 1,244.00	\$ 102,595.54
WEISS, EILEEN F .	\$ 16,203.00	\$ 270.00	\$ 16,473.00
WELCH, CHRISTINE T .	\$ 66,241.10	\$ 506.31	\$ 66,747.41
WELCH, DANIELLE M .	\$ 11,347.25	\$ 1,505.00	\$ 12,852.25
WELCH, DARLENE H .	\$ 1,573.76	\$ -	\$ 1,573.76
WELCH, KELLYN M .	\$ 46,307.74	\$ 2,918.27	\$ 49,226.01
WELCH, PATRICIA	\$ 39,114.02	\$ 807.00	\$ 39,921.02
WENZ, LAURANCE	\$ 3,057.00	\$ -	\$ 3,057.00
WHITE, MARIE L .	\$ 68,810.24	\$ 5,854.11	\$ 74,664.35
WHITEHOUSE, ANNE C .	\$ 2,714.75	\$ -	\$ 2,714.75
WHITEHOUSE, PATRICIA A .	\$ 28,214.12	\$ 1,727.82	\$ 29,941.94
WHOLLEY, SAMANTHA L .	\$ 9,970.32	\$ 461.06	\$ 10,431.38
WHYNOT, ANN M .	\$ 72,338.22	\$ 1,984.93	\$ 74,323.15
WILKEY, JESSICA M .	\$ 3,362.00	\$ -	\$ 3,362.00
WILLIAMS, CARRIE-ANN	\$ 2,152.24	\$ -	\$ 2,152.24
WILLIAMS, JEANANN	\$ 19,148.48	\$ 323.30	\$ 19,471.78
WILLIAMS, KEITH G .	\$ 52,419.38	\$ 766.64	\$ 53,186.02
WILLIAMS, LAURA	\$ 51,420.04	\$ 812.83	\$ 52,232.87
WINN, DENNIS M .	\$ 22,366.66	\$ -	\$ 22,366.66
WITHAM, CHERYL	\$ 65,337.26	\$ 375.69	\$ 65,712.95
WOGAN, DALE	\$ 1,170.66	\$ -	\$ 1,170.66
WOLOTSCHAJ, LORI A .	\$ 2,427.50	\$ -	\$ 2,427.50
WON, LAETITIA	\$ 30.00	\$ -	\$ 30.00
WOODMAN, JANICE M .	\$ 17,756.33	\$ 400.00	\$ 18,156.33
WROBEL, SHELLEY A .	\$ 69,476.96	\$ 940.21	\$ 70,417.17
YORE, SARAH E .	\$ 69,933.98	\$ 1,127.02	\$ 71,061.00
YOUNG, KEITH E .	\$ 77,200.96	\$ -	\$ 77,200.96
YOUNG, SAMANTHA L .	\$ 4,791.04	\$ -	\$ 4,791.04
YUTKINS-KENNEDY, JANINA S .	\$ 842.00	\$ -	\$ 842.00
ZAJAC-MEDOR, JOANNA E .	\$ 120.00	\$ -	\$ 120.00
ZAREMBA, SHARON C .	\$ 31,228.60	\$ 2,000.00	\$ 33,228.60
ZBIEG, RICHARD	\$ 29,209.50	\$ -	\$ 29,209.50
ZERVAS, JONATHAN T .	\$ 1,017.88	\$ -	\$ 1,017.88
ZIER, MARY ELLEN	\$ 10,135.00	\$ -	\$ 10,135.00
ZIER, MATTHEW D .	\$ 3,477.51	\$ -	\$ 3,477.51
ZUCCO, ERNEST III	\$ 75,244.46	\$ 2,646.00	\$ 77,890.46



NAME	REGULAR	OTHER*	TOTAL
ZULLO, LISA M .	\$ 65,200.88	\$ 970.69	\$ 66,171.57
ZWIREK, NICOLE M .	\$ 70,241.66	\$ 584.47	\$ 70,826.13

\*OTHER may include Overtime, Coaching, Extended Day Program, Adult Education

# At Your Service

(AREA CODE 978)

GENERAL INFORMATION	640-4300
AMBULANCE.....	911
Admin. Services/Human Resources, Town Hall..	640-4488
Assessors, 11 Town Hall Ave.....	640-4330
Auditor, 11 Town Hall Ave.....	640-4320
Board of Registrars (Voter Information).....	640-4355
Building Commissioner (DPW Building).....	640-4430
Community Development (DPW Building) .....	640-4370
Computer Services, 11 Town Hall Ave. ....	640-4351
Conservation Commission (DPW Building).....	640-4370
FIRE DEPARTMENT (21 Town Hall Ave.)	
EMERGENCY .....	911
Other Fire Information.....	640-4410
Health Board .....	640-4470
Housing Authority (Saunders Circle).....	851-7392
Library (300 Chandler St.).....	640-4490
Parking Clerk, Town Hall.....	640-4356
Planning Board (DPW Building).....	640-4370
Plumbing/Electrical Inspector (DPW Building)	640-4435
POLICE DEPARTMENT, 918 Main Street	
EMERGENCY.....	911
Administrative-Non Emergency.....	640-4381
Detectives.....	640-4380
Dog Officer.....	640-4395
Records.....	640-4385
PUBLIC WORKS (DPW Building, 999 Whipple Rd.)	
Superintendent/Administration Office.....	640-4440
Engineering Division.....	640-4440
Highway Division.....	640-4440
Sewer Division.....	640-4440
Snow & Ice Emergency.....	640-4443
Tree Division .....	640-4440
Water Division	
(Emergencies-Phone Police Dept.).....	640-4448
Water Treatment Plant.....	858-0345
Water Billing Division, 11 Town Hall Ave.....	640-4350
Road Runner Transportation.....	459-0152
Rubbish Disposal & Recycling.....	1-800-442-9006
White Goods, Furniture, Etc. Disposal...1-800-442-9006	
Northern Middlesex Registry of Deeds.....	978-458-8474
Sealer of Weights & Measurers.....	640-4430
Selectmen, Town Hall.....	640-4300
Senior Center, 175 Chandler St.....	640-4480
Cable TV: Channel 8.....	640-4300
Channel 22.....	640-7825
Town Clerk, Town Hall.....	640-4355
Town Manager, Town Hall.....	640-4300
Treasurer/Tax Collector, 11 Town Hall Ave....	640-4340
Veterans Agent, Senior Center .....	640-4485
Voter Information, Town Hall.....	640-4355

(AREA CODE 978)

## SCHOOL DEPARTMENT

Athletic Director.....	640-7834
Loella Dewing School, 1469 Andover St.....	640-7858
Heath Brook School, 165 Shawsheen St.....	640-7865
Memorial High School, 320 Pleasant St.....	640-7825
North Street School, 133 North St.....	640-7875
Louise Trahan School, 12 Salem Rd.....	640-7870
John Ryan Elem School, 135 Pleasant St.....	640-7880
John Wynn Middle School, 1 Griffin Way.....	640-7846
Shawsheen Tech. Region. H.S. (Billerica).....	667-2111
Superintendent of Schools, 139 Pleasant St.....	640-7801
Business Admin. Office, 139 Pleasant St.....	640-7805

## OTHER ORGANIZATIONS

Welfare Department.....	978-446-2400
Historical Society .....	978-863-9989
Web Site – <a href="http://www.tewksburyhistoricalsociety.org">www.tewksburyhistoricalsociety.org</a>	
Tewksbury Cemetery, 172 East St.....	978-851-4165
Tewksbury Community Pantry.....	978-858-2273

## CITIZENS INFORMATION SERVICE

Office of the Secretary of State.....	1-800-392-6090
Web Site – <a href="http://www.wheredoivotema.com">www.wheredoivotema.com</a>	
Senator Elizabeth Warren (Boston).....	1-617-565-3170
Senator Edward Markey (Boston).....	1-617-565-8519
Congressman John F. Tierney (Lynn).....	1-978-459-0101
State Senator Barry Finegold.....	1-617-722-1612
State Representative James Miceli.....	1-617-722-2460
State Representative James J. Lyons, Jr.....	1-617-722-2014

Town's Web Site.....	<a href="http://www.tewksbury-ma.gov">www.tewksbury-ma.gov</a>
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